

Pursuant to Governor Newsom's Executive Order N-29-20, members of the Board of Directors, staff and public may participate in this meeting via teleconference and/or electronically. The Oceano Community Services District Boardroom will NOT be open for accessing the meeting.



Notice of Regular Meeting
Oceano Community Services District - Board of Directors Agenda
WEDNESDAY, SEPTEMBER 22, 2021 – 6:00 P.M.
Location: TELECONFERENCE – SEE BELOW

HOW TO OBSERVE THE MEETING

This meeting will be conducted using Zoom software, which requires a name/email to be entered prior to accessing the meeting. This is not a District requirement for participation. Public participants are welcome to use an anonymous name/email if preferred.

Telephone: Listen to the meeting live by dialing (669) 900-9128 or (253) 215-8782. Enter **Meeting ID# 892-6279-7188** followed by the pound (#) key. Then enter the **Password: 508435** followed by the pound (#) key. If the line is busy, additional phone numbers can be found on Zoom's website at <https://zoom.us/u/abb4GNs5xM>

Computer: With internet access use the **Password: 508435** to watch the live streaming at <https://us02web.zoom.us/j/89262797188?pwd=Q2lUeVc5THhnZk10TEtOUTItcXRiZz09> or by going to zoom.us and selecting "Join A Meeting" then entering the **Meeting ID# 892-6279-7188** followed by the **Password: 508435**

Mobile: Log in through the Zoom Mobile App on a smartphone or tablet and enter **Meeting ID#: 892-6279-7188** then enter the **Password: 508435**.

For information on Zoom's system requirements please visit: <https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-and-Linux>

HOW TO SUBMIT PUBLIC COMMENTS

Before the Meeting: Please email your comments to carey@oceanocsd.org with "Public Comment" in the subject line. In your email please include the agenda item number and title and your comments. You may also provide public comment through the District website at: <https://oceanocsd.org/contact/>. All comments received before 12:00 p.m. the day of the meeting will be included as an agenda supplement on the District's website <https://oceanocsd.org/meeting-agendas-minutes/agenda-packets/> and provided to the Directors prior to the meeting. Comments received after the deadline, but prior to the meeting start time, will be attached to the minutes of the meeting.

Live Comments: During the meeting, the Board President or designee will announce the opportunity for public comment. Members of the public may utilize the "raise hand" feature in Zoom to be placed into the speaking queue. 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.

To "Raise Hand:"

- **Telephone:** Press "* 9" to raise your hand to notify meeting host and be placed in the queue. The host will unmute and call on you when it's your time to speak.
- **Computer/Mobile Device:** Click the "raise hand" button to notify meeting host and be placed in the queue. The host will unmute and call on you when it's your time to speak. If the "raise hand" button is not displayed on the screen, please click the "participants" icon at the bottom of the screen and the "raise hand" button will appear.

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.

1. CALL TO ORDER
2. ROLL CALL
3. FLAG SALUTE
4. AGENDA REVIEW
5. PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA

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.

6. SPECIAL PRESENTATIONS & REPORTS:

A. STAFF REPORTS:

- i. Sheriff's South Station - Commander Jay Wells
- ii. FCFA Operations - Chief Steve Lieberman
- iii. Operations – Utility System Manager Tony Marraccino
- iv. OCSD General Manager – Will Clemens

B. BOARD OF DIRECTORS AND OUTSIDE COMMITTEE REPORTS:

- i. Director Villa
- ii. Director Gibson
- iii. Vice President White
- iv. President Austin
- v. Director Replogle

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 Special Presentations and Reports. If a member of the public wishes to speak at this time, Public comment is limited to three (3) minutes.

7. 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. If a member of the public wishes to speak at this time, Public comment is limited to three (3) minutes.

- A. Review and Approval of Minutes for the Regular Meeting of September 08, 2021
- B. Review of Cash Disbursements

8. BUSINESS ITEMS:

Public comment Members of the public wishing to speak on business items may do so when recognized by the Presiding Officer. If a member of the public wishes to speak at this time, Public comment is limited to three (3) minutes.

- A. Consideration of a Report of Staffing Issues with the Five Cities Fire Authority (FCFA) and Direction to Staff Related to the 2022 Special Tax Ballot Measure
- B. Adopt a Resolution Authorizing Remote Teleconference Meetings, Discuss Board Meeting Protocols and Provide Staff Direction as Needed

9. HEARING ITEMS:

Public comment Members of the public wishing to speak on hearing items may do so when recognized by the Presiding Officer. If a member of the public wishes to speak at this time, Public comment is limited to three (3) minutes.

10. RECEIVED WRITTEN COMMUNICATIONS:

11. LATE RECEIVED WRITTEN COMMUNICATIONS:

12. FUTURE AGENDA ITEMS: Deferred Infrastructure Program (as needed), Lopez Water Contract Amendments (Late 2021), Wastewater CIP (Future year), Social Media Policy/ Live Stream Board Meetings (As directed), Bill insert/ mailing policy (As directed), Policy & Procedure Manual review (As directed), CSDA Transparency Certification (As directed), Solid Waste Education Center (As directed)

13. FUTURE HEARING ITEMS:

14. CLOSED SESSION:

15. ADJOURNMENT:

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.



Oceano Community Services District

Summary Minutes

Regular Meeting Wednesday, September 8, 2021 – 6:00 P.M.

Location: TELECONFERENCE

1. **CALL TO ORDER:** at approximately 6:05 p.m. by President Austin
2. **ROLL CALL:** Board members present: President Austin, Vice President White, Director Villa, Director Gibson and Director Replogle. Staff present: General Manager Will Clemens, Business and Accounting Manager Carey Casciola, and Chase Martin, Legal Counsel.
3. **FLAG SALUTE:** led by President Austin
4. **AGENDA REVIEW:** Agenda accepted as presented.
5. **PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA:**

Charles Varni, Oceano Advisory Council	Applying for a grant for curbs, gutters, and sidewalks infrastructure in Oceano.
Jeff Edwards	Commented on the upcoming AG City Council meeting on 9/14/2021 and the agenda item pertaining to the city's future water options of Central Coast Blue and an agreement with the District for State Water.

6. **SPECIAL PRESENTATIONS & REPORTS:**

A. STAFF REPORTS:

- i. **Sheriff's South Station** – Commander Jay Wells – 957 calls for service, generating 123 reports. 47 reports routed to DA office for prosecution and 22 arrests. Unhoused/Illegal Camping: Making progress moving the unhoused population. Secured a tow contract to assist in moving non-operable vehicles. to the Kansas Ave. safe parking area. 17th Street area remains a challenge with the unhoused resistant to move. Inquired with the County about the use of Coastal Dunes RV Park and moving unhoused there – the County has considered it but has deemed it to not be an option at this time. Some Sheriff Deputies have been deployed to the Caldor Fire to assist.
- ii. **FCFA** - Chief Steve Lieberman – Prior fire activity in Oceano on Pier Ave. has tapered off. COVID-19 Delta variant response – 70% of call volume is EMS (emergency medical services) related and most are for unvaccinated persons. FCFA has been committed to the River and Caldor fire since July 12th. Station 3 in Oceano closures – a recent promotion occurred and leaves only 1 reserve firefighter attached to Oceano station and the failure of the ballot measure leaves limited staff. Oceano is still being serviced by Station 1 and 2.
- iii. **Operations** - Utility Systems Manager - Tony Marraccino - Lopez is at 31.8% full which is 15,719AF. All Lopez water purveyors anticipate hitting 15,000AF by next month, a 10% reduction is being implemented as of today. State Water 48AF and pumped 16AF in the month of August. Continuing with daily rounds; weekly and monthly samples; 6 work orders; 5 USAs; 5 customer service calls; 0 SSOs in August; 0 after hours call out. We had a scheduled PG&E outage which affected the Lift Station, and all went well. Continuing annual sewer jetting per the Sewer System Management Plan and working on lateral hot spots. Completed first of the month equipment runs and continuing with trash pickup – 4 Ready311 tickets for August and a total of 34 tickets for the year, thus far.
- iv. **OCS D General Manager** – Will Clemens – Attended the 2021 CSDA Annual Conference. Attended a program on State Water Board Water Arrearage Program. Step 1 is to complete a survey for the state of the District's water arrearages, which we did on Thursday. The District applied for \$29K of funds; not sure how much the District will receive but the funds will assist customers with outstanding water bills. Attended programs on legal developments with special tax elections and spoke with attorneys and consultants. Our JPA agreement with FCFA requires another ballot measure in 2022 unless there is a Citizens Initiative – we will address this on the next Board Meeting. Attended a session on Brown Act issues that will be coming up; video conference meetings are expected to expire the end of September, however

CSDA has sponsored a bill to allow agencies to continue to meet by video and we should know the status of this bill by our next meeting.

B. BOARD OF DIRECTORS AND OUTSIDE COMMITTEE REPORTS:

- i. Director Villa – Reported on a letter sent to Supervisor Compton on behalf of the Oceano Advisory Council (OAC).
- ii. Director Gibson – Reported on the 9/3/2021 State Water Subcontractors Advisory Committee.
- iii. Vice President White – None
- iv. Director Replogle – Reported on the 9/8/2021 Integrated Waste Management Authority (IWMA) meeting.
- v. President Austin – None

C. PUBLIC COMMENT ON SPECIAL PRESENTATIONS AND REPORTS:

Charles Varni	<p>Asked if a Prop 218 could be implemented for two issues. If a measure could be placed on ballot for both a curb, gutters and flood control tax and a FCFA tax at the same time.</p> <p>Mr. Clemens advised that a Prop 218 is a protest process, whereas the fire tax would be a ballot measure. The County of SLO would establish the type of financing for curb/gutter/sidewalk.</p>
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7. CONSENT AGENDA:	ACTION:
<ul style="list-style-type: none"> a) Review and Approval of Minutes for the Regular Meeting of August 25, 2021 b) Review of Cash Disbursements. c) Submittal of the District’s Public Facilities Fee Annual Report d) Consideration of a recommendation to approve a proposal and professional services agreement with GSI Water Solutions Inc. to prepare the 2021 Annual Report for the Northern Cities Management Area in the amount of \$38,547 plus contingencies of \$3,276 for a total contract amount of \$41,823. 	<p>After an opportunity for public comment, Board and staff discussion, a motion was made by Director Gibson to approve the consent agenda items as presented with a second from Vice President White and a 5-0 roll call vote.</p> <p>Public Comment: None</p>

8. BUSINESS ITEM:	ACTION:
Consider a nomination for the vacant Authorized Districts alternate member on the IWMA Board and authorize the General Manager to cast a vote for any nominated OCSD Board member.	<p>After an opportunity for public comment, Board, and staff discussion no action was taken.</p> <p>Public Comment: Charles Varni – In support of Director Replogle for the IWMA alternate position.</p>

- 9. **HEARING ITEMS:** None
- 10. **RECEIVED WRITTEN COMMUNICATIONS:** None
- 11. **LATE RECEIVED WRITTEN COMMUNICATIONS:** Darlene Tunney Rosene (attached).

12. **FUTURE AGENDA ITEMS:** Deferred Infrastructure Program (as needed), Lopez Water Contract Amendments (Late 2021), Wastewater CIP (Future year), Social Media Policy/ Live Stream Board Meetings (as directed), Bill insert/ mailing policy (as directed), Policy & Procedure Manual review (As directed), CSDA Transparency Certification (as directed)

Director Repogle requested for an IWMA sponsored waste education center on District property.

13. **FUTURE HEARING ITEMS:** None
14. **CLOSED SESSION:** None
15. **ADJOURNMENT:** at approximately 6:55PM

Carey Casciola

From: Darlene [REDACTED]
Sent: Wednesday, September 8, 2021 1:06 PM
To: carey@oceanocsd.org
Subject: #8A

To Whom This May Concern,

I support Cynthia Replogle for community district alternative representative to the IWMA Board of Directors.

My husband and I resided in a Belridge condominium. I have continued interest in the community of Oceano.

Ms. Replogle reflects this interest.

Thank you.

Darlene Tunney Rosene

Sent from my iPhone



Oceano Community Services District

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

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

Date: September 22, 2021

To: Board of Directors

From: Carey Casciola, Business and Accounting Manager

Subject: **Agenda Item #7(B): Recommendation to Review Cash Disbursements**

Recommendation

It is recommended that your board review the attached cash disbursements:

Discussion

The following is a summary of the attached cash disbursements:

Description	Check Sequence	Amounts
	59141 - 59168	
Disbursements:		
Regular Payable Register - paid 9/14/2021	59141 - 59156	\$ 17,704.07
Utility Billing Account Refunds - paid 9/15/2021	59166 - 59167	\$ 85.77
Utility Billing Account Refund - paid 9/15/2021	59168	\$ 389.28
Subtotal:		\$ 18,179.12
Reoccurring Payments for Board Review (authorized by Resolution 2020-06):		
Payroll Disbursements - PPE 09/11/2021	N/A	\$ 32,099.10
Board Member Stipends - August 2021	N/A	\$ 215.30
Mechanics Bank Visa Card Online Payment - paid 9/15/2021	N/A	\$ 194.45
Reoccurring Utility Disbursements - paid 9/14/2021	59157 - 59164	\$ 8,353.22
Reoccurring Health Disbursements - paid 9/14/2021	59165	\$ 306.21
Subtotal:		\$ 41,168.28
Grand Total:		\$ 59,347.40

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: 059141 THRU 059156

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE	
CHECK:									
1-1001-000	9/14/2021	CHECK	059141	ARAMARK	182.50CR	OUTSTND	A	0/00/0000	UNIFORMS
1-1001-000	9/14/2021	CHECK	059142	BURDINE PRINTING & GRAPHICS	65.67CR	OUTSTND	A	0/00/0000	FOG FORMS
1-1001-000	9/14/2021	CHECK	059143	CALPORTLAND CONSTRUCTION	94.02CR	OUTSTND	A	0/00/0000	PAVING
1-1001-000	9/14/2021	CHECK	059144	CARQUEST AUTO PARTS	43.04CR	OUTSTND	A	0/00/0000	EQUIPMENT & VEHICLE MAINTENANCE
1-1001-000	9/14/2021	CHECK	059145	CLEMENS, WILL	1,150.76CR	OUTSTND	A	0/00/0000	REIM CONFERENCE EXPENSES
1-1001-000	9/14/2021	CHECK	059146	CRWA	1,178.00CR	OUTSTND	A	0/00/0000	MEMBERSHIP
1-1001-000	9/14/2021	CHECK	059147	DIVERSIFIED PROJECT SERVICES I	1,120.00CR	OUTSTND	A	0/00/0000	ENGR SVCS & REIM ENGR SVCS
1-1001-000	9/14/2021	CHECK	059148	ENERGY LINK INDUSTRIAL SERVICE	2,619.10CR	OUTSTND	A	0/00/0000	UTILITY TRUCK MAINTENANCE
1-1001-000	9/14/2021	CHECK	059149	FAMCON PIPE & SUPPLY, INC.	58.99CR	OUTSTND	A	0/00/0000	SYSTEM PARTS
1-1001-000	9/14/2021	CHECK	059150	GSI WATER SOLUTIONS, INC.	1,707.83CR	OUTSTND	A	0/00/0000	NCMA 2020 ANNUAL REPORT
1-1001-000	9/14/2021	CHECK	059151	J.B. DEWAR, INC.	408.02CR	OUTSTND	A	0/00/0000	FUEL
1-1001-000	9/14/2021	CHECK	059152	PRO-TECH LANDSCAPE MANAGEMENT,	410.00CR	OUTSTND	A	0/00/0000	LANDSCAPING
1-1001-000	9/14/2021	CHECK	059153	QUILL CORPORATION	165.64CR	OUTSTND	A	0/00/0000	OFFICE SUPPLIES
1-1001-000	9/14/2021	CHECK	059154	TNT FIREWORKS	2,000.00CR	OUTSTND	A	0/00/0000	RETURN FIREWORKS BOOTHS' DEPOSIT
1-1001-000	9/14/2021	CHECK	059155	CHAVEZ FAMILY ENTERPRISE INC D	5,047.50CR	OUTSTND	A	0/00/0000	TRAINING CLASS
1-1001-000	9/14/2021	CHECK	059156	ZENITH INSURANCE COMPANY	1,453.00CR	OUTSTND	A	0/00/0000	WORKERS COMP INSURANCE
TOTALS FOR ACCOUNT 1-1001-0				CHECK	TOTAL:	17,704.07CR			
				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: 059141 THRU 059156

ACCOUNT --DATE-- --TYPE-- NUMBER -----DESCRIPTION----- ----AMOUNT--- STATUS FOLIO CLEAR DATE

TOTALS FOR POOLED CASH FUND	CHECK	TOTAL:	17,704.07CR
	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: 059166 THRU 059167

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE	
CHECK:									
1-1001-000	9/15/2021	CHECK	059166	HENRY, LESTER	29.08CR	OUTSTND	A	0/00/0000	UTILITY BILLING ACCT REFUND
1-1001-000	9/15/2021	CHECK	059167	GILLESPIE, JESSE	56.69CR	OUTSTND	A	0/00/0000	UTILITY BILLING ACCT REFUND
TOTALS FOR ACCOUNT 1-1001-0				CHECK	TOTAL:	85.77CR			
				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:	85.77CR			
				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: 059168 THRU 059168

ACCOUNT --DATE-- --TYPE-- NUMBER -----DESCRIPTION----- ----AMOUNT--- STATUS FOLIO CLEAR DATE

CHECK: -----
 1-1001-000 9/15/2021 CHECK 059168 HELLWIG, DONALD & KA 389.28CR OUTSTND A 0/00/0000 **UTILITY BILLING ACCT REFUND**

TOTALS FOR ACCOUNT 1-1001-0

CHECK	TOTAL:	389.28CR
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:	389.28CR
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 September 22, 2021

	(*)	
Gross Wages	8/28/2021	9/11/2021
Regular	\$27,820.20	\$27,823.13
Overtime Wages	\$185.60	\$207.72
Stand By	\$600.00	\$450.00
	<u>\$28,605.80</u>	<u>\$28,480.85</u>
Cell Phone Allowance	\$75.00	\$0.00
Total Wages	<u>\$28,680.80</u>	<u>\$28,480.85</u>
<u>Disbursements</u>		
Net Wages	\$21,588.57	\$21,441.88
State and Federal Agencies	\$4,969.83	\$4,914.76
CalPERS - Normal	\$5,583.05	\$5,583.05
SEIU - Union Fees	\$159.41	\$159.41
Total Disbursements processed with Payroll	<u>\$32,300.86</u>	<u>\$32,099.10</u>
Health (Disbursed with reoccurring bills)	\$6,176.70	\$6,176.70
Total District Payroll Related Costs	<u>\$38,477.56</u>	<u>\$38,275.80</u>

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

Board Member Stipend Summary Report
Board of Directors - Agenda Date September 22, 2021

	(*)	(*)
<u>Gross Stipends</u>	7/31/2021	8/31/2021
Board Member Stipends	<u>\$1,350.00</u>	<u>\$200.00</u>
Gross Stipends	<u><u>\$1,350.00</u></u>	<u><u>\$200.00</u></u>
<u>Disbursements</u>		
Net Stipends	\$1,246.72	\$184.70
State and Federal Agencies	\$206.56	\$30.60
Total Disbursements processed with Stipends	<u><u>\$1,453.28</u></u>	<u><u>\$215.30</u></u>

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



Oceano Community Services District

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

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

RECEIVED

AUG 31 2021

DIRECTOR'S MONTHLY REQUEST FOR COMPENSATION FOR MEETING ATTENDANCE

NAME: Cynthia Replogle

DATE: 08-31-2021

FOR THE MONTH OF: August 2021

8.1 Each Director is authorized to receive one hundred dollars (\$100.00) as compensation for each regular or special meeting of the Board and fifty dollars (\$50.00) for each committee meeting attended by him or her.

8.2 In no event shall Director compensation exceed one hundred dollars (\$100.00) per day.

8.3 Director compensation shall not exceed six hundred (\$600.00) in any one (1) calendar month.

MEETING DATES: _____ and 08-25-2021

No. of Meetings 1 x \$100.00 = \$ 100.

COMMITTEE MEETING(S) OR OTHER REIMBURSEMENT(S)

DATE: _____ MEETING: _____ AMOUNT: \$ _____

DATE: _____ MEETING: _____ AMOUNT: \$ _____

DATE: _____ MEETING: _____ AMOUNT: \$ _____

DATE: _____ MEETING: _____ AMOUNT: \$ _____

TOTAL COMPENSATION: \$ 100.

SIGNATURE: _____



Oceano Community Services District

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

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

SEP 02 REC'D

DIRECTOR'S MONTHLY REQUEST FOR COMPENSATION FOR MEETING ATTENDANCE

NAME: KAREN M. WHITE

DATE: 9/2/2021

FOR THE MONTH OF: August

8.1 Each Director is authorized to receive one hundred dollars (\$100.00) as compensation for each regular or special meeting of the Board and fifty dollars (\$50.00) for each committee meeting attended by him or her.

8.2 In no event shall Director compensation exceed one hundred dollars (\$100.00) per day.

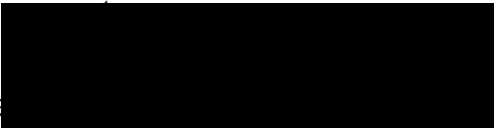
8.3 Director compensation shall not exceed six hundred (\$600.00) in any one (1) calendar month.

MEETING DATES: 8/25/2021 and _____
No. of Meetings 1 x \$100.00 = \$ 100⁰⁰/100

COMMITTEE MEETING(S) OR OTHER REIMBURSEMENT(S) NONE

DATE: _____	MEETING: _____	AMOUNT: \$ _____
DATE: _____	MEETING: _____	AMOUNT: \$ _____
DATE: _____	MEETING: _____	AMOUNT: \$ _____
DATE: _____	MEETING: _____	AMOUNT: \$ _____

TOTAL COMPENSATION: \$ 100⁰⁰/100

SIGNATURE 

Oceano Community Services District
 Mechanics Bank Visa Card

A/P Visa Card Disbursement

Date	Transaction Name	Amount	Description	GL Account #
08/18/2021	DEBIT INTUIT * CL.INTUIT.	(\$50.00)	PERMITS, FEES LICENSES	01-5-4100-248
08/09/2021	DEBIT HOMEDEPOT.COM 800-430-3	(\$65.22)	FACILITIES	10-5-4300-163
08/06/2021	DEBIT MSFT * E0500FI5R7 800-64276	(\$12.50)	PERMITS, FEES LICENSES	01-5-4100-248
08/04/2021	DEBIT ZOOM.US 888-799-9666 WWW.ZOOM.	(\$46.74)	OFFICE EXPENSE	01-5-4100-200
08/04/2021	DEBIT ADOBE *800-833-6687 ADOBE.LY/E	(\$19.99)	PERMITS, FEES LICENSES	01-5-4100-248

Total ACH - 9/15/2021 (\$194.45)

09/22/2021 Board Meeting - Mechanics Visa Card Online Payment - paid 09/15/2021	\$194.45
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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: 059157 THRU 059164

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT----	STATUS	FOLIO	CLEAR DATE	
CHECK:	-----								
1-1001-000	9/14/2021	CHECK	059157	MAP COMMUNICATIONS, INC. DBA A	188.58CR	OUTSTND	A	0/00/0000	ANSWERING SVC
1-1001-000	9/14/2021	CHECK	059158	CHARTER COMMUNICATIONS	150.00CR	OUTSTND	A	0/00/0000	INTERNET - COMMUNICATIONS
1-1001-000	9/14/2021	CHECK	059159	DIGITAL WEST NETWORKS, INC.	543.12CR	OUTSTND	A	0/00/0000	PHONE, SOFTWARE LICENSE
1-1001-000	9/14/2021	CHECK	059160	ELECSYS INTERNATIONAL CORP	223.50CR	OUTSTND	A	0/00/0000	EQUIPMENT MAINTENANCE
1-1001-000	9/14/2021	CHECK	059161	PACIFIC GAS & ELECTRIC	6,809.58CR	OUTSTND	A	0/00/0000	UTILITY
1-1001-000	9/14/2021	CHECK	059162	SO CAL GAS	100.74CR	OUTSTND	A	0/00/0000	UTILITY
1-1001-000	9/14/2021	CHECK	059163	STANLEY CONVERGENT SECURITY SO	104.45CR	OUTSTND	A	0/00/0000	WELLS AND FIRE MONITOR
1-1001-000	9/14/2021	CHECK	059164	VERIZON WIRELESS	233.25CR	OUTSTND	A	0/00/0000	FIELD CELL SVC

TOTALS FOR ACCOUNT 1-1001-0

CHECK	TOTAL:	8,353.22CR
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:	8,353.22CR
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: 059165 THRU 059165

ACCOUNT --DATE-- --TYPE-- NUMBER -----DESCRIPTION----- ----AMOUNT--- STATUS FOLIO CLEAR DATE

CHECK:

1-1001-000 9/14/2021 CHECK 059165 TASC -CLIENT INVOICES 306.21CR OUTSTND A 0/00/0000

FSA ADM FEE,
 COMPLIANCE FEE ASSESS PER GOVT REG

TOTALS FOR ACCOUNT 1-1001-0

CHECK	TOTAL:	306.21CR
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:	306.21CR
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: September 22, 2021

To: Board of Directors

From: Will Clemens, General Manager

Subject: **Agenda Item # 8(A):** Consideration of a Report of Staffing Issues with the Five Cities Fire Authority (FCFA) and Direction to Staff Related to the 2022 Special Tax Ballot Measure.

Recommendation

It is recommended that the Board:

1. Receive and File a Report on Staffing Issues from the FCFA.
2. Provide Staff Direction as Necessary Related to the 2022 Special Tax Ballot Measure.

Discussion

The FCFA was formed July 9, 2010 based upon a Joint Exercise of Powers Agreement (JPA) entered into by the cities of Arroyo Grande and Grover Beach, and the Oceano Community Services District (OCSD). The FCFA is a consolidation of three individual fire departments, operating out of the three existing member community fire stations.

A five-year Strategic Plan was adopted by the FCFA Board of Directors in 2017 and has provided a foundation for needed investment to replace obsolete capital equipment including fire engines and self-contained breathing apparatus, along with critically needed staffing. The plan, along with the JPA, budgets and other FCFA documents can be obtained at: <http://www.fivecitiesfireauthority.org/documents>.

Due to both the need to reevaluate the existing JPA provisions and the increased investment in the fire department, the member communities approved the initial Memorandum of Agreement (MOA) amending the FCFA JPA in May 2018. The intent of this amendment was to facilitate a negotiation of the existing cost sharing methodology and to consider changes to specific language in the existing agreement.

Based on staff recommendations, the member communities approved a second amendment to the JPA in June 2019 to change the JPA funding formula to provide greater equity in funding among member agencies. This change would first be implemented with a transitional change to the original funding formula along with a provision requiring Oceano to place a revenue measure on the ballot in March 2020 to provide additional long-term funding for fire and emergency medical services. The amendment identified both a future funding formula (should Oceano be successful with their election) along with a defined "wind-down" process timeline should a



Oceano Community Services District

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member community leave the JPA or the JPA were to be dissolved. The amendment committed the member communities to a specific funding level through June 30, 2021.

The March 2020 Oceano election failed to pass by 10 votes. This indicated that over 67% of Oceano voters desired to remain as part of the FCFA and were willing to pay more to fund emergency fire and medical service in Oceano. The FCFA Manager's working group, consisting of the city and district managers, along with the FCFA Treasurer and Fire Chief met to consider the defined "next steps" in the wind-down period. The timing of this meeting was during the response to a worldwide pandemic, the pandemic's related financial impacts to the economy, and followed by the subsequent departure of the Arroyo Grande City Manager. On April 22, 2020, your Board gave direction to staff to work with our partner agencies to see how the District might be able to remain as part of the FCFA. The Manager's working group, including the Acting Deputy City Manager for Arroyo Grande reconvened in May 2020 and reached consensus to propose a third amendment to the JPA given the very slim margin of the Oceano revenue measure defeat, and to allow the communities to extend their current contribution amounts for an additional two years to provide certainty and stability for the agencies when planning for fire service costs in light of the economic challenges associated with COVID-19. The Third Amendment was approved in June 2020.

The third amendment included the following:

- The communities continue to contribute at the same funding levels identified in the second amendment to the JPA
- Oceano agrees to undertake the legally required procedures for either a citizen initiative or District initiated measure to place a special tax on the 2022 primary ballot
- Should the ballot measure pass, the new funding formula will be implemented July 1, 2022
- Should the ballot measure fail, a wind-down period (and related work program) will result in Oceano no longer being part of the JPA effective June 30, 2023
- Work program elements related to identification of assets, liabilities and distribution of assets and liabilities identified with specific dates

Measure A-20, which received 67% approval from the voters, would have approved a special tax of \$180 per year per parcel initially and annual increases not to exceed 2% per year. This structure was chosen by the Board over other options such as per benefit unit based on land use. Another approach which was suggested was to set the special tax per square foot of improvements found in the records of the County Assessor. The Third Amendment requires that the District undertake the legally required procedures for either a citizen initiative or District initiated measure to place a special tax on the 2022 primary ballot. This requires submittal to the County Elections Official by January 28, 2022. Staff is looking for direction on whether to compare the per parcel approach to the square footage approach.

While all three communities have a goal of consistent station staffing of three personnel daily as identified in the Strategic Plan, the current funding formula and budget reflects the current staffing levels between the two



Oceano Community Services District

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cities which have three personnel and Oceano which has two personnel. The Oceano Station has one full-time Fire Captain, and the other firefighter position is staffed through the Reserve Program.

The Reserve Program was intended to be phased out by 2022 with all positions transitioned to full-time, however, due to the failure of Measure A-20, funding for the Oceano Station is inadequate to complete this transition. As Reserve Firefighters have left the Program or have been hired full-time, this has caused a staffing shortage at the Oceano Station. There currently is only one Reserve Firefighter remaining in the program, which only provides enough staffing for one of the three regular shifts. This staffing issue is described in the attached report and was discussed by the FCFA Board on Friday September 17, 2021.

Other Agency Involvement

FCFA member agencies include the Cities of Arroyo Grande and Grover Beach along with the District.

Financial Considerations

There are no direct costs as a result of this item unless the Board directs staff to hire a consultant to further analyze special tax options.

Results

Consideration of fire and emergency services promotes a safe and well governed community.

Attachments:

- September 17, 2021 FCFA Report



STAFF REPORT

TO: Chair and Board Members **MEETING DATE:** September 17, 2021
FROM: Stephen C. Lieberman, Fire Chief
SUBJECT: Station Coverage Constraints Related to Memorandum of Agreement and Temporary Staffing Options

RECOMMENDATION

It is recommended the Board receive the staff report and provide direction to the Fire Chief.

BACKGROUND

Prior to the formation of the Five Cities Fire Authority (FCFA), all three member communities had initiated the transition from volunteer-based organizations to full-time/career staffing. The Firefighter position remained a part-time/Reserve Firefighter position. FCFA, along with numerous other fire departments in San Luis Obispo County were significantly impacted with recruitment, retention and accountability/scheduling challenges related to this part-time position, including an increased opportunity for full-time career positions and limited compensation with little to no benefits. As an example of the compensation challenge, the top step for a FCFA Reserve Firefighter is \$17.00/hour. In-n-Out Burger in Arroyo Grande currently has a sign on the front door offering this amount as a starting wage with an opportunity to earn \$20.50/hour. These part-time employees have all worked additional jobs which has limited their ability to work at the FCFA. With regards to opportunity for full-time employment, these local agencies are currently recruiting for full-time Firefighter positions:

<u>City</u>	<u># Positions</u>
Paso Robles	3
San Luis Obispo	9
Santa Maria	8-10

The member communities supported a prioritization of the FCFA Strategic Plan and began the transition to full-time Firefighter positions in July 2018. A staff report from November 18, 2017 is attached for reference as this document provided the platform for the prioritization. This transitional process resulted in the recruitment of six career firefighters. The Oceano Community Services District (OCSD) was unable to increase their contribution to support the hiring of the three remaining full-time positions, which led to the effort of Oceano Measure A-20, and the related amendments to a Memorandum of Agreement (MOA) between the three member communities. The current MOA calls for the OCSD to bring a revenue measure back to their

community in 2022, and the MOA also fixed member community financial contributions for fire and emergency services at fiscal year 2019-2020 levels. The failure of Measure A-20, along with the fixed financial contribution rate has placed operational challenges on the organization as operating expenses, a global pandemic, and increasing calls for service have strained the budget.

The FCFA Joint Powers Authority (JPA) agreement does not define specific station/staffing levels as related to operations. The only mention of staffing levels is included within the definition of the funding formula (Original Agreement - Exhibit B 3 / Third Amendment - #3 B).

Original JPA Funding Formula

The original formula included four components including community population (25%), current staffing (25%), service levels (25%), and assessed valuation (25%).

“Twenty-five percent (25%) of costs shall be fixed and shall be based on the following formula:

Community	Stations	Percentage	Staffing	Percentage	Total
Arroyo Grande	1	33%	6	40%	37%
Grover Beach	1	33%	6	40%	37%
Oceano	1	33%	3	20%	27%

The fixed base is assessed according to each Jurisdiction’s proportional share of the Authority’s full membership total of Full Time Equivalent Personnel and fire stations existing as of the effective date of the Joint Powers Agreement as noted above.”

Current (3rd) Amendment to the JPA Funding Formula

The third amendment to the JPA agreement (#3 Funding Formula, B) eliminated the assessed valuation component from the original formula. The revised formula is based on population (33%), current staffing levels (33%), and service levels (33%):

“The funding contributions specified in Section 2 were determined using a transitional formula that modified component 3 of the Funding Formula related to fire stations to reflect current staffing levels. The funding contributions specified in Section 2 will be used for Fiscal Years 2020/21 and 2021/22 and possibly Fiscal Year 2022/23 as provided in Section 4B.”

The intent of this transitional formula related to staffing was to eventually “equalize” the allocation percentages as shown above by eliminating the “staffing” component as staffing levels were hoped to be equal among the three member communities at the conclusion of the MOA process.

Based on this transitional formula, the staffing cost allocation in the fiscal year 2021-22 budget is:

Arroyo Grande	\$710,924	37.5%
Grover Beach	\$710,924	37.5%
Oceano	\$473,949	25.0%

Service Calls

Call volume increased 10% in 2020. Listed below is a summary of calls for service by community. The "Aid" column represents both local and out of county aid provided by FCFA.

Five Cities Fire Authority Incident Data Based on Station and Community												
Yr.	FCFA		AG	Change	Total Incidents				Aid	Change	Total Call Volume	
	Incidents	Change			GB	Change	OCE	Change				
2018	3520		1824		1098		566		164		3684	
2019	3439	-2.3%	1814	-0.5%	1049	-4.5%	543	-4.1%	166	1.2%	3605	-2.1%
2020	3778	9.9%	1962	8.2%	1075	2.5%	677	24.7%	204	22.9%	3982	10.5%
% of Incidents per Community												
Yr.	AG	GB	OCE									
2018	51.8%	31.2%	16.1%									
2019	52.7%	30.5%	15.8%									
2020	51.9%	28.5%	17.9%									

STATION CLOSURES AND STAFFING

The Reserve Firefighter program is based out of the Oceano fire station (Station 3). With the challenges described above, the lack of available part-time staff has resulted in temporary closures over the past several years. With the latest employee promotion, the station is currently closed two out of three shifts. While FCFA units continue to respond to Oceano, the closure of the station is less than optimal. A fire station is a key landmark within a community. With the advent of vehicle location technology (GPS), the geographical location of a fire station does not necessarily mean that the fire station location will always provide the fastest response of emergency resources. FCFA units are dispatched based where the closest resource to the call for service is located. A station closure could result in increased response times, and of course Oceano (or Arroyo Grande and Grover Beach) residents would prefer that their fire station remain open. FCFA staff has evaluated the current situation, and has identified several options for Board consideration:

Reinstatement of the Reserve Firefighter Program – The FCFA could perform a recruitment to fill two part-time positions. The challenges to this program have been clearly identified and acknowledged by current and prior FCFA Boards. Unlike full-time staff (represented positions), part-time employees cannot be mandated or force hired to work a shift. A part-time employee who failed to report to work would be subject to progressive discipline potentially leading to termination, but this fact does not resolve the fact that a shift could go unfilled. Maintaining a part-time work

force in an emergency response organization does not guarantee a consistent staffing or service level to the communities. As an example, the current part-time employee has scheduled time off for several shifts. If this was a represented position, the employee's shifts would be covered by other's to maintain negotiated minimum staffing levels (mandate/force-hire).

With the recent promotion of a former Reserve Firefighter to a full-time position, the existing Reserve Firefighter Program is down to one employee. The funding for this program is based on three employees which would cover all three shifts. Due to the recruitment and retention challenges of a part-time firefighter position, these two positions have remained vacant. The approximate cost to hire and equip a part-time or full-time employee is over \$12,000. While the FCFA requires candidates to have graduated from a state approved fire academy, successful recruits are also required to complete an in-house training program to learn FCFA-specific operational procedures, along with focused medical training as the FCFA provides "Expanded Scope" emergency medical services. The majority of the cost of this in-house training is related to overtime expenses for off-duty personnel to provide focused and condensed training. As shared with the Board in 2017, maintaining the Reserve program is not recommended.

Dissolution of Reserve Firefighter Program and Recruitment of One Full-Time/Career Firefighter – There exists funding to eliminate the part-time program and hire one full-time employee. While less than optimal (shift schedules require three employees) to cover a position 24/7/365, this represented position would always be filled (via force-hire or mandate), providing a more consistent staffing and service level.

The Fire Chief has met with the FCFA Treasurer and reviewed the existing Reserve Firefighter program budget. The annual \$147,500 could also offset the cost of a single full-time firefighter, while allowing funding for a part-time communications officer.

"Down-Staffing" another Fire Station – The Arroyo Grande and Grover Beach fire stations are staffed by three personnel, while the Oceano station is typically staffed with two. This is related to the formation of the FCFA and Oceano providing less full-time positions than the other member agencies. The Arroyo Grande or Grover Beach station staffing could be reduced to two personnel, allowing the Oceano station to be open with two personnel. This would create an increased safety issue for crews, and a further decrease in the level of service provided the communities (reference 2017 staff report). Additionally, the second amendment to the JPA dated June 7, 2010 states, "...Continued transition to Career Firefighter position with hiring of three (3) full-time positions to be assigned to the Grover Beach station." Down-staffing the Grover Beach station would conflict with the intent of the second amendment.

"Up-Staffing" with Off-Duty Personnel – The Fire Chief could hire full-time personnel who are off-duty to prevent a station closure. This option would require the expenditure of overtime funds that are not included in the budget. Listed below are some rough cost estimates:

Fire Captain at Station	Scheduled	
Overtime Engineer or Firefighter	\$2,000	2x this amount for both positions
Two Shifts/Week	\$4,000	
10 Shifts/Month (20 total)	\$40,000	
Annual Estimated Cost	\$480,000 / \$960,000	

This alternative would impact the ability for full-time employees to use their days off to rest and spend needed time with family. Additionally, the use of overtime employees who do not consistently work together as a crew impacts crew cohesion and coordination.

Closing a Fire Station and Utilizing a Task Force Response – If one of the fire stations were to be closed, another station could be staffed with four personnel. This would allow a “Task Force” response model which is used in Pismo Beach and Los Osos. Utilizing this concept, two FCFA apparatus would respond to an emergency call for service. If another emergency call was received (a 3rd call for service), and was considered high priority (i.e. cardiac arrest), the task force would split to allow a rapid response to the 3rd call, with the remaining task force members joining them as soon as they were available. While not optimal, this is an operational strategy that could be used during station closures. FCFA is currently using this model as a pilot study on days when the Oceano station is closed.

Rotating Station Closures – The need to close a station due to inadequate staffing could be rotated among the three member communities. While possible, there are logistical challenges to a “rotating brown-out” including:

- **Dispatch of Resources** – there could be disruption in the efficient dispatch of call with a constant change in equipment assignment/location.
- **Crew Quarters** – assuming the implementation of a task force response, the Oceano station modular could not accommodate four crew members and the Grover Beach station would require some minor remodeling work.
- **Location of Ladder Truck** – Due to the vehicle’s length, the ladder truck cannot be parked inside the Grover Beach or Oceano fire stations. The exterior equipment cabinets of fire engines do not lock, creating a security concern.

CONCLUSION

There exists no “obvious” solution to the staffing shortfalls and station impacts given the constraints of the Memorandum of Agreement and competitive job market. Staff would recommend continuing a task-force response structure and the recruitment of one full-time Firefighter. This will guarantee the partial staffing of the Oceano station (48 hours/2 days per week), and a flexible response pattern to continue to care for the member communities. This recommendation will allow the organization to stay within budgeted funding levels.

FISCAL IMPACT

Potential costs associated with on-boarding new employees or hiring off-duty staff:

- On-Board Costs \$12,000+ per employee (estimated)
- Internal Academy \$60,000
- Up-Staffing with Overtime Staff \$480,000 - \$960,000 (2 or 3 person staffing)

ALTERNATIVES

The following alternatives are provided for the Board's consideration:

1. Direct the Fire Chief to create a full-time Firefighter position, eliminate the part-time shift-based program, and support a task-force response model.
2. Direct the Fire Chief to implement a different alternative.
3. Provide other direction to staff.

ATTACHMENT:

Staff Report "Reserve Firefighter Program" November 18, 2017



STAFF REPORT

TO: Chair and Board Members MEETING DATE: November 18, 2017

FROM: Stephen C. Lieberman, Fire Chief

SUBJECT: Reserve Firefighter Program

RECOMMENDATION

Provide direction to the Fire Chief to implement a plan for a phased transition of the Reserve Firefighter program from part time to full time employees, along with a plan for temporary fire station closures.

BACKGROUND

The Board recently adopted a Strategic Plan which identified critical staffing needs for the next five year period (summary documents attached). What the plan did not include was a phasing component. This staff report has a focus on one of the job classifications, namely the transition to a full-time Firefighter position.

Long before the creation of the Five Cities Fire Authority in 2010, each of the member communities had volunteer-based fire departments. Due to a number of factors including the availability of volunteer community members to respond to 9-1-1 calls, increasing State and Federal safety and training requirements, increasing call volume, an aging population and increased development, the member communities began a transition to full-time staffing in the 1990's. The last vestige of the volunteer fire service within the Five Cities Fire Authority is the Reserve Firefighter (part time) program.

Reserve firefighters are stationed on a daily basis at the three fire stations, and are often the Driver/Operator at the Oceano Station #3 due to two-person staffing. Recruitment and retention challenges continue to plague this program, with a consistent decline in the employee base. The current roster of available reserve firefighters is currently seven employees. The shortage of trained employees is having an adverse impact on safety, staffing levels and the operating budget.

The Fire Chief and staff have attempted to sustain the program by:

- Increasing the hourly wage
- Visiting the local fire academy for recruiting visits
- Sending letters to other fire academies throughout California
- Transitioning to a "continuous" recruitment model

Other communities in San Luis Obispo County are also dealing with this challenge. The City of Atascadero has hired full time firefighters, Paso Robles has approved additions to staffing based on increasing call volume and development, and the City of Pismo Beach has made contractual modifications with CAL FIRE to maintain appropriate staffing levels at the firefighter rank.

Due to this ongoing challenge in providing appropriate staffing levels, two organizational threats have been identified; safety and funding.

Safety

The more significant threat is safety. As the Board is aware, this organization is experiencing significant year over year increases in call volume (2017 year to date is currently 4.1% higher than 2016). Lacking the appropriate staffing levels, the communities are at risk of receiving an inconsistent level of service. General Counsel will address this issue in a separate correspondence to the Board.

As the Fire Chief has shared with the Board in the past, clinical changes in Emergency Medical Services (EMS) response to cardiac arrest has had an impact on staffing levels. Recent clinical research has shown that rapid chest compressions performed for up to 20 minutes at the scene of the patient's collapse have a profound effect on patient outcome. To perform what is referred to as "High Performance" or "Pit Crew" CPR, the engine company should have three personnel to integrate with the ambulance crew. Currently, there are only two employees stationed at Station 3 (Oceano). This station responds in not only Oceano but into areas of Arroyo Grande and Grover Beach. When Engine 3 is committed to a CPR call, they will request a second FCFA engine company to assist them with the chest compressions. This reduces the availability of available resources and moves a second engine company out of their geographic response area.

The recent fire on Traffic Way in Arroyo Grande was another example of the situation this organization is in. Initial dispatch reports stated that a vegetation fire had spread to a residential home. FCFA resources responded with all available resources, a total of 9 personnel (one of which was transported to the hospital by ambulance for possible dehydration). CAL FIRE resources also responded per the existing automatic aid agreement; but they responded from outside of the service area. As illustrated by the May 11, 2017 commercial structure fire in Arroyo Grande, there is no guarantee that additional resources will be able to respond to assist the FCFA. On May 11th, CAL FIRE was committed to another commercial fire in Los Osos and resources were slow to respond FCFA on that date.

NFPA 1710 provides the following guideline for a response to a residential structure fire:

<u>Activity Performed By Firefighters</u>	<u>Firefighters Required</u>
Initial Size-Up (1 st Captain on-scene)	1
Interior attack hose line (2in)	2
Exterior rescue hose line (2out)	2
Pump operator	1
Incident commander	1
Rescue or back up hose line needed	2
Exposure protection/Safety officer	1
Second pump operator	1
Vertical ventilation	2
Horizontal ventilation	2
Aerial Apparatus Operator	1
Minimum attack personnel for offensive strategies	15

The Fire Authority has an approved daily staffing number of 9 (including a Battalion Chief) available for emergency response.

Funding

Funding for the program is based on a standard formula:

365 days/year x 24 hours	8,760 hours
8,760 hours x 3 fire stations	26,280 hours
26,280 hours x \$14/hour	\$367,920

This formula does not account for unfilled shifts filled by Reserve Firefighter overtime rates (1.5x). Related to filling open shifts, full-time Fire Captains and Engineers will work these open shifts when needed at an overtime rate (1.5x) which impacts the full-time employee overtime budget. Given the current staffing level of 7, the employees are working more overtime shifts.

Reserve Firefighter – Standard 24-hour shift	\$346
Reserve Firefighter – Overtime 24-hour shift	\$519
Fire Engineer - Overtime 24-hour shift	\$1,005
Fire Captain - Overtime 24-hour shift	\$1,194

Reserve Firefighter Budget

Staff has made some preliminary calculations related to the available funding for the remainder of the fiscal year (8 months), utilizing hybrids of the needed shifts being filled by employees at the compensation levels identified above. In the best case scenario (Firefighters working a standard shift), funding remains for less than 7.5 months. In a more extreme case, funding would be exhausted in less than 5 months.

Career Captain/Engineer Overtime

Overtime to fill a Firefighter position was not included in the budget planning process for the full time employees. Adequate funding does not exist in the Overtime budget that would allow career personnel to fill the firefighter position.

Given all of the factors identified in the opening section of this report, the organization can no longer support a part-time employee program (which is required to perform a skilled and vital role), and the initial transition to full-time employees must be considered.

Given both available funding and staffing, the Fire Chief is recommending the Board consider moving forward with the initial recruitment of three full-time firefighters, and a planned transition to 9 FTE firefighters over the next two fiscal years. Initially, an attempt to preserve the Reserve Firefighter program at the current level along with the appointment of three FTE Firefighters would be attempted.

Several scenarios are presented below for Board consideration:

Current Deployment Strategy

	Station 1	Station 2	Station 3
	AG	GB	OCE
Captain	1	1	1
Engineer	1	1	
Firefighter (PT Reserve)	1	1	1
Total	3	3	2

5-Year Strategic Plan

	Station 1	Station 2	Station 3
	AG	GB	OCE
Captain	1	1	1
Engineer	1	1	1
Firefighter (FTE)	2	1	1
Total	4	3	3

FTE Transition Scenario - Maintain 6 PT / Hire 3 FTE (2018/2019)

	Station 1	Station 2	Station 3
	AG	GB	OCE
Captain	1	1	1
Engineer	1	1	
Firefighter (3 FTE/6 PT Reserve)	1	1	1
Total	3	3	2

FTE Transition Scenario - Hire Additional 6 FTE (2019/2020)

	Station 1	Station 2	Station 3
	AG	GB	OCE
Captain	1	1	1
Engineer	1	1	
Firefighter (FTE)	1	1	1
Total	3	3	2

The Board should also consider the temporary closure (Brown Out) of a fire station should staffing levels reach unsafe levels. Maintaining a two-person crew at a fire station is inadequate. The Board could consider the temporary closure of a specific fire station or a rotational model which would have each of the three stations temporarily closed.

Should the Board support the concept of a temporary station closure, the remaining two fire stations will have three-person crews. The downside to this option is increased response times to areas served by the closed fire station, and less personnel serving the communities.

Station Closure Scenario #1 - Current Staffing			
	Station 1	Station 2	Station 3
	AG	GB	OCE
Captain	1	2	
Engineer	1	1	
Firefighter (PT Reserve)	1		
Total	3	3	0

Station Closure Scenario #2 - Transition to 3 FTE (2018/2019)			
	Station 1	Station 2	Station 3
	AG	GB	OCE
Captain	2	1	
Engineer	1	1	
Firefighter (3 FTE/6 PT Reserve)	1	1	
Total	4	3	0
Allows for Squad Staffing			

Station Closure Scenario #2 - Transition to 9 FTE (2018/2019)			
	Station 1	Station 2	Station 3
	AG	GB	OCE
Captain	2	2	
Engineer	1	1	
Firefighter (FTE)	2	1	
Total	5	4	0
Allows for Squad Staffing			

* Firefighter position based on addition of three positions and use of available Captain position to fill Engineer/Firefighter position at second fire station.

FISCAL IMPACT

The current budget for the Reserve Firefighter program will likely be expended before the end of the current fiscal year. Overtime for career Fire Captains and Engineers will also likely be overspent due in part to filling open Reserve Firefighter shifts.

Based on planning estimates, the cost of a full-time firefighter is \$100,000 annually. Three employees are required to perform the duties of one firefighter position (shift scheduling). The total estimated cost is \$300,000.00 annually. Assuming the Board was to support the following transition strategy, additional investment would be estimated at the following level:

FY 2018/2019	Hire 3 Full Time Firefighters	\$300,000
FY 2019/2020	Fire 6 Full Time Firefighters	\$600,000

Once phased out, the Reserve Firefighter budget of approximately \$368,000 would provide a partial offset.

ALTERNATIVES

The following alternatives are provided for the Board's consideration:

1. Direct the Fire Chief to sustain the Reserve Firefighter program, supplementing open shifts with career Fire Captains and Engineers as needed. Additionally, direct the Fire Chief to order temporary fire station closures when staffing requirements cannot be met.
2. Direct the Fire Chief to plan for a transition to full time Firefighter staffing in the next planned budget process, along with planning for temporary fire station closures as needed.
3. Direct the Fire Chief to immediately proceed with a transition replacing the Reserve Firefighter program with three full-time Firefighter positions and beginning a recruitment (This would also entail working with Local 4403 in amending the existing MOU), and to move forward with an implementation plan to implement temporary fire station closures.
4. Provide other direction.

Staff Report:
(Date)

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ATTACHMENTS

Five Cities Fire Authority Strategic Plan – Proposed Organization Chart (Schedule B)
Five Cities Fire Authority Strategic Plan – Staffing Summary (Schedule G)

PREPARED BY



Oceano Community Services District

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

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

Date: September 22, 2021
To: Board of Directors
From: Will Clemens, General Manager
Subject: **Agenda Item #8(B): Adopt a Resolution Authorizing Remote Teleconference Meetings, Discuss Board Meeting Protocols and Provide Staff Direction as Needed**

Recommendation

It is recommended that your Board

1. Adopt a Resolution Authorizing Remote Teleconference Meetings
2. Discuss and provide direction to staff as needed on desired protocols for in-person meetings when resumed.

Discussion

The District continues to carefully monitor the COVID-19 Coronavirus pandemic and follow the direction of the County Public Health Department in coordination with other local agencies. The Virtual Public Meeting Protocols were adopted by the Board on April 8, 2020, and revised on July 8, 2020, with the Declaration to alter the meeting location and establish virtual public meeting protocols as a result of the coronavirus pandemic.

AB 361 was signed by the Governor on September 16, 2021, which allows public agencies to continue to meet remotely during the state of emergency. The attached Resolution was provided by the California Special Districts Association on September 17, 2021. Adoption of the Resolution will allow the District to continue to hold remote meetings and help protect the health of the public, Board members, and staff.

Staff intends to continue with remote public meetings for as long as legally permissible. Once in-person meetings resume, the District will continue to follow County Public Health Department recommendations and OSHA regulations. The Brown Act does allow for continued use of videoconference locations under normal circumstances, however, notice of public meetings must be posted at each location and the public must be able to attend at each location.

Other Agency Involvement

None



Oceano Community Services District

Board of Directors Meeting

Other Financial Considerations

None

Results

The District's response to the COVID-19 pandemic contributes to a safe, healthy, livable, and well-governed community.

Attachments:

- Resolution

RESOLUTION NO. 2021-

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE OCEANO COMMUNITY SERVICES DISTRICT PROCLAIMING A LOCAL EMERGENCY, RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY THE GOVERNOR ISSUED ON MARCH 4, 2020, AND AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE OCEANO COMMUNITY SERVICES DISTRICT FOR THE PERIOD OF OCTOBER 1ST TO OCTOBER 30TH PURSUANT TO BROWN ACT PROVISIONS.

WHEREAS, the Oceano Community Services District is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings of Oceano Community Services District are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the District conduct its business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District's boundaries, caused by natural, technological, or human-caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, such conditions now exist in the District, specifically, the State of Emergency declared by Governor Newsom on March 4, 2020 due to COVID-19 and the Proclamation of Local Emergency declared by the County of San Luis Obispo on March 13, 2020; and

WHEREAS, on September 1, 2021, the San Luis Obispo County Health Officer issued Order Number 6 requiring face coverings in all public indoor settings attributable to the rise in SARS-CoV-2 Delta Variant; and

WHEREAS, the Board of Directors does hereby find that the rise in SARS-CoV-2 Delta Variant has caused, and will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District, and desires to proclaim a local emergency and ratify the proclamation of state of

emergency by the Governor of the State of California and the San Luis Obispo County Health Officer's Order Number 6; and

WHEREAS, as a consequence of the local emergency, the Board of Directors does hereby find that the Oceano Community Services District shall conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that the Oceano Community Services District shall comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

WHEREAS, the Board of Directors adopted virtual meeting protocols on July 8, 2020 which include options for public participation.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF OCEANO COMMUNITY SERVICES DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

1. Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.
2. Section 2. Proclamation of Local Emergency. The Board hereby proclaims that a local emergency now exists throughout the District, and COVID-19 has caused, and will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District.
3. Section 3. Ratification of Governor's Proclamation of a State of Emergency. The Board hereby ratifies the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date of March 4, 2020.
4. Section 4. Remote Teleconference Meetings. The General Manager and Staff of the Oceano Community Services District are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.
5. Section 5. Effective Date of Resolution. This Resolution shall take effect on October 1, 2021 and shall be effective until the earlier of (i) October 30, 2021, or such time the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the Oceano Community Services District may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

PASSED AND ADOPTED by the Board of Directors of the Oceano Community Services District on _____, by the following roll call votes:

AYES:

NOES:

ABSENT:

ABSTAINED: _____