



November 16, 2023

TO: Emergency Services Advisory Committee (ESAC)

FROM: Ron Munds, General Manager

**SUBJECT: Agenda Item 4 – 11/16/2023 Board Meeting
Standard of Cover Study Update**

STAFF RECOMMENDATION

Receive report and update

Discussion

Background

At the May ESAC meeting, the committee reviewed the RFP for a Standard of Cover Study (SOC). The SOC study will provide an analysis to formulate recommendations for the appropriate staffing and deployment of firefighting and emergency medical service resources consistent with state and national best practices. The SOC will also include analysis and recommendations for the future improvement of services to the community.

The Board approved the release of the RFP at their July Board meeting and the District received one proposal from Citygate & Associates LLC. ESAC reviewed the proposal and recommended to the Board that the Board award a contract to Citygate. The Board awarded the contract to Citygate at the September meeting. The work plan includes the following elements, using Commission on Fire Accreditation International Standards of Coverage process, for the community risk assessment/Standards of Coverage:

- Extensive review of all background information regarding the demographics of Los Osos
- Review of Existing Deployment
- Community Outcome Expectations
- Community Risk Assessment
- Critical Task Study
- Distribution Study
- Concentration Study
- Reliability and Historical Response Effectiveness Study
- Overall Deployment Evaluation

Information Request

To kickoff the project, the project manager for Citygate, Sam Mazza, submitted a questionnaire and information request (attached) to the District. Cal Fire and District staff compiled the extensive list of information and data for Citygate. As noted in the work plan, Citygate was to interview community members on their expectations for the outcome of the study. Names were provided to Citygate and interviews were conducted accordingly.

President

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Vice President

Marshall E. Ochylski

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Christine M. Womack

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Estimated Schedule

Citygate has provided the following estimated schedule for deliverables:

- Statistical Analysis- mid to end of November
- Risk Assessment- mid to end of November
- Preliminary Findings- mid December
- Draft Report- mid January
- Final Report- end of February

Attachment

Citygate Document and Information Request



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**LOS OSOS COMMUNITY SERVICES DISTRICT
STANDARDS OF COVER ASSESSMENT**

DOCUMENT AND INFORMATION REQUEST

September 12, 2023

Please review the list of documents/information below and provide electronic copies (in MS-Excel, MS-Word, or PDF formats). To the extent possible, we prefer the documents be delivered to us electronically. Citygate will set up a Dropbox folder for you to upload the documents to avoid the use of email for providing multiple attachments or large files. Please contact Citygate's Administrator, Torran Korman, at tkorman@citygateassociates.com, to have this set up. Please begin the file name of each electronic file with the question number to which it relates (e.g., "03 Budget FY 14/15.PDF," "05 Organization Chart.PDF," etc.).

If a record does not exist, or if a question can be briefly answered, please insert the answer into this document. Please begin answers on the empty line immediately below each question. As only Citygate staff will use this data to obtain information, "report quality" formatting is not needed. Also, if electronic copies are already available on-line, please indicate this and provide the exact web URL address where we can obtain the documents, such as a Department Budget. You can write something like, "at this web address, see the Department's document called XYZ and on page 42..."

Please return this document to Citygate's Project Manager, Sam Mazza. If electronic files are not available and hard copies must be provided, please contact Sam Mazza to determine which Citygate Project Team member will need that particular paper record.

Sam Mazza
smazza@citygateassociates.com
(831) 229-4600

GENERAL DISTRICT INFORMATION

1. Copies of any prior fire service studies, master plans, or staff reports to the CSD Board on fire services, budget, or planning issues.
2. Any strategic planning documents such as mission, vision, and value statements for the Department.
3. Published budgets for FY20/21, 21/22 and 22/23.
4. *Line item* budget for FY 22/23.
5. Copy of CAL FIRE contract including Schedule A detail.
 - a. Schedule C detail
6. Organization chart for the Department line staff showing the number of full- and part-time positions by classification (including the number of budgeted hours during the current fiscal year for each part-time position)
7. Daily minimum operational staffing.
8. Copy of Automatic Fire Sprinkler Ordinance (ONLY if it *differs substantively* from the published model codes).
9. Copy or link to the Land Use Element for the County's General Plan for the CSD service area and year of next anticipated update.

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10. Population Estimates:
 - a. Current population and source.
 - b. Build-out population estimate.
 - c. Build-out GIS zoning map, including a breakdown of existing and future development by land use category (acreage for each type of land use and current and projected number of residential dwelling units).
 11. Any significant new planned development projects?
 12. Please provide the project documents for major County development applications for areas inside the CSD and between the CSD and the national park entrance.
 13. EMS:
 - a. Describe the current EMS system and how it is managed by the Department.
 14. Fire Stations – Deployment Information:
 - a. *The following question relates to a matrix shown below. Please complete the matrix as follows:*

Please complete the following table, including listing the fire unit equipment numbers for each fire station. In the “Staffing” column, please indicate the staffing for each piece of equipment and the minimum and maximum staffing by unit ID #.

Please use the following chart and sample (add rows as necessary):

Station Number	Address	GPS Coordinates	Year Built	Fire Apparatus Equipment ID	<u>Minimum Daily Staffing</u>

15. Existing Department Facilities:

- a. For all stations and facilities, please provide the size, number of stories, number of bays, condition, age, satisfaction with location, and amount and type of apparatus housed.

- b. Are any fire station re-building or additional building plans proposed or master planned?

- c. If so, please indicate the location, square footage, number of bays, and estimated cost of the project(s).

- d. Can the size of the existing stations continue to serve the Department's needs at build out?

The following question relates to a matrix shown below. Please complete the matrix as follows:

16. Apparatus and Vehicles:

- a. Please list all vehicles (fire apparatus, specialty, ambulance, staff vehicles, etc.), showing year purchased and whether the vehicle/apparatus is front-line or reserve and the estimated replacement cost for each.

Please use the following chart and sample (add rows as necessary):

Radio Number	Fire Apparatus Equipment ID	Chassis Make	Build-up Make	In-Service Year	Fire Pump Size	NIMS Type	Assignment	Estimated Replacement Cost
E-2	235	International	Ferrara	2005	1500 GPM	1	Station 2 Primary	\$ 465,000

17. Risk Assessment:

- a. Has the Department conducted any risk assessment of building or wildland fire risk, or assessment of any other hazards?

- b. Is there a significant fire flow problem anywhere within the Department's service area?
 - i. If so, please describe in detail.

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- c. Has the Department identified any specific critical facilities or special response risks?
 - i. If so, provide street address location and occupancy type or risk category.

 - d. Has the Department undertaken any specific risk reduction measures or projects?
 - i. If so, please describe fully and/or provide a copy of the plan(s).

18. General District Information:

- a. What is the size of the CSD's service area (square miles or acres)?
 - i. Does the District have any estimate of special populations, such as tourists, employment, or students in educational facilities? If yes, please describe and provide estimated daily population by category.

- b. Does the Department have written response time performance measures for response?
 - i. If so, please provide them.

- c. Has the Department adopted other response performance measures?
 - i. If so, are these considered budget performance measures?

 - ii. Has there ever been any community input to Department performance expectations?

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- d. Are there any additional future fire station locations already identified or property owned?
 - e. Do company task performance measures with times exist?
 - f. Has the Department performed any critical task measures for single companies or the First Alarm?
19. Incident Response and GIS Data:
- a. Provide 1-3 years of incident data (3 years is best).
 - b. How will the Department provide incident data from CAD or RMS?
 - i. See attached CAD-RMS Export information.
 - c. Does the department have SOPs in place for response time reporting?
 - d. What incident time and other performance measures have been reported to the Board?
 - i. Provide copies for last three years
 - e. Have there been any changes to deployment or staffing in the last 5 years?
 - f. GIS – what GIS layers are available for risks, fire station locations, zoning, and General Plan Land uses?

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20. Department Response Plans:
- a. Please specify the equipment and staffing sent to each type of incident.
 - b. Who provides fire dispatch?
 - i. Is call processing/dispatch performance tracked?
 - ii. If so, at what frequency interval (e.g. weekly, monthly, annually)?
 - iii. If fire dispatch is not the PSAP, who is, and is call transfer time data available?
 - c. What plans exist for response greater than a “first alarm”?
 - d. What mutual/automatic aid plans exist?
 - i. Please provide copies of each, if available.
 - e. When does mutual/auto aid kick-in?
 - f. What specialty response resources exist, such as hazardous materials and technical rescue?
 - g. What is the EMS response system for both engines and transport units?

21. Project Team Contact Information:

a. Department Project Coordinator

Name:

Phone:

Email:

b. GIS Contact

Name:

Phone:

Email:

Agency:

c. City or FD CAD/RMS Data Coordinator

Name:

Phone:

Email:

IDEA LIST FOR POTENTIAL START-UP INTERVIEWS

(To Be Determined With Input From Fire Chief & Project Coordinator)

1. CSD Manager
2. Fire Chief
3. Others - TBD