



November 17, 2022

TO: Emergency Services Advisory Committee
FROM: Ron Munds, General Manager
SUBJECT: **Agenda Item 5 – 11/17/2022 ESAC Meeting**
Emergency Services Annual Work Plan and Strategic Plan
Development update

STAFF RECOMMENDATION

President
Matthew D. Fourcroy

Review draft annual plan update and provide input into the development of the Emergency Services Strategic Plan.

Vice President
Charles L. Cesena

Discussion

Directors
Troy C. Gatchell
Marshall E. Ochylski
Christine M. Womack

At the August ESAC meeting, staff brought a proposal to the committee to consider initiating a Standard of Cover study. The information the study would provide would help in developing the emergency services strategic plan for the community. There was an extensive discussion by committee members with the result being directing staff to work with committee member Neumann on alternatives to achieve similar objectives of the proposed study.

General Manager
Ron Munds

Mr. Neumann, Chief Provenca and staff met to discuss the alternative approach and determined that an annual work plan with strategic objectives (attached) and a Standard of Cover study with a revised scope would be the best course of action to meet the needs of the General Manager and the District.

District Accountant
Robert Stilts, CPA

Acting Unit Chief
John Owens

2023 Work Plan

The proposed 2023 Work Plan is a combination of continued implementation of policies and practices already in place with the addition of new strategic initiatives to actively track progress and move forward with all the tasks listed in the plan. Some of the tasks are more strategic in nature, such as, studying the need for a second fire station. Having tasks such as this one will allow for the committee and staff to periodically discuss the issues and develop strategies to meet the objective.

Battalion Chief
Paul Provenca

The proposed work plan will need to be approved by the Board. All committee work plans are typically approved at the first or second Board meeting after January 1st.

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Revised Standard of Cover Study Request for Proposal (RFP)

It was agreed that a scaled down RFP is in order to ensure the information and data being collected will provide the outcome needed to fully develop the strategic plan. This may also provide cost savings in consultant fees to the District.

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If you recall, the goals of the Standard of Cover (SOC) study are to evaluate the current levels of service to see what we are doing well and also recommend areas of improvement. The SOC should provide an analysis to formulate recommendations for the appropriated staff and deployment of our firefighting and emergency medical services resources.

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Committee member Neumann, Chief Provenge and the General Manager will be working on this initiative and hopefully have a draft for ESAC to review at the next meeting.

Attachment

Draft Annual Work Plan Update



**Los Osos Community Service District
STATION 15-SOUTH BAY
2023 Work Plan Update**



	Objectives	Action Planned	Priority/Target Date	Cost/Funding	Stakeholders
1	Improve road infrastructure in Los Osos including eliminating dead-end roads, paving, or opening limited access roads, opening road blocks to improve response times	Work with CAL FIRE, SLO Co., LOCSO, and the community to prioritize roads improvements, find funding, and accomplish objective	Medium Begin Winter 2023	TBD	CAL FIRE, SLO County LOCSO, and LOCAC
2	Maintain current revenues and analyze for increase for new development and population buildout	Maintain property tax allocation and manage Special Fire Tax	High Ongoing	Property Tax, Special Fire Tax	LOCSO, consulting services
3	Continue Vehicle Sinking Fund	Fully fund and implement new Vehicle Replacement Fund Spread Sheet	Medium FY 2023/2024	\$XX,000/ year plus inflation	None
4	St 15 Quality Improvement /Assurance Program for service levels	Provide monthly report on level of Service provided from St 15	High Initiate 10/01/22, then on going	None	None
5	Study Ambulance response times to the LOCSO	Work with SLO County EMSA and SLO Ambulance	High In process as of 10/01/22, report due 11/15/22	None	SLO County EMSA and San Luis Ambulance
6	Provide 6-month Financial Report	Provide the ESC and Community a Financial Report Card	Low In process – on going	None	LOCSO
7	Study the structural integrity of Fire Station 15	Provide a report to the LOCSO	Medium In process as of 10/01/22, report due 3/01/23	Unknown	LOCSO
8	Develop a Fire Station Sinking Fund	Continue annual contributions to Sinking Vehicle Fund and Capital Outlay reserves	High Ongoing	As determined by the Board of Directors	LOCSO



Los Osos Community Service District STATION 15-SOUTH BAY 2023 Work Plan Update



	Objectives	Action Planned	Priority/Target Date	Cost/Funding	Stakeholders
9	Study the need for a second fire station and/or staffing for a second fire engine/rescue squad in order to meet appropriate response times with in the LOCSO	Gather data from SLO County Planning Department and Community Plan on population build out and establish action points	Low December 2023	None	LOCSO, CAL FIRE, SLO Co Planning and LOAC
10	Improve Fire Flow capacity throughout Los Osos and improve the fire hydrant system as needed	Outline the needed improvements to the system and prioritize improvements.	Medium July 1, 2023	Coordinate with each water purveyor to develop Capital Project budgets to support water system upgrades	LOCSO, Golden State, S&T Water, Private Property Owners, SLO County
11	Evaluate and update the LOCSO Hazard Abatement	Work with Cal Fire to update Title 4 of the LOCSO Fire Code. Provide information to the community on the requirements.	In progress	None	LOCSO, Cal Fire
12	Ensure that all streets have street signs and all buildings have address numbers. Note: Has this been accomplished?	Educate property owners and enforce existing laws regarding street signs and building addresses.	Ongoing	None	SLO County
14	Consider increasing St 15 to staffing to 4.0 regular CAL FIRE employees	Study increasing CAL FIRE staffing to four regular Cal Fire firefighters, with two medics on duty 24/7	Low Initiate study July 1, 2023	Additional \$XXX,000 in Schedule A	Cal Fire, LOCSO
15	Make CPR-AEDs widely available in Los Osos	Obtain grant funding or purchase Automatic External Defibrillators in high target areas such as SB Community Center, Library, etc.	Medium Ongoing	\$1500/ AED Grants	SLO Co Public Health Service Clubs
16	Support Estero Bay CERT program.	Assist in CERT Training as need dictates.	Medium Ongoing	None to train CERT, some on going minimal costs are expected to maintain a viable CERT organization	SAF & Estero Bay CERT



**Los Osos Community Service District
STATION 15-SOUTH BAY
2023 Work Plan Update**



	Objectives	Action Planned	Priority/Target Date	Cost/Funding	Stakeholders
17	Provide Annual Safety Fair and assist with other public outreach events and programs	Evaluate expanding annual St 15 Open House to provide more in-depth community training and participation with the assistance of vendors and other agencies.	Medium Each October – Fire Safety Day		CERT, CAL FIRE, SLO Ambulance, CHP, SLO Co Sheriff's Office, Emergency Medical Services Agency, LOCSD
18	Coordinate with LOCSD to use the website and social media outlets for Public Education	St 15 Staff can better utilize the LOCSD website and social media outlets for public information regarding community safety, public and individual safety, and provide seasonal fire prevention message	Low Ongoing	Unknown	LOCSD