



**Los Osos Community Service District**  
2122 9<sup>th</sup> Street, Suite 102, Los Osos, CA 93402  
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## **EMERGENCY SERVICES ADVISORY COMMITTEE SPECIAL MEETING**

Tuesday, May 16, 2017 at 5:30 p.m.  
Los Osos Community Services District  
2122 9<sup>th</sup> Street, Suite 106, Los Osos, CA

### COMMITTEE MEMBERS

Vicki L. Milledge, Chairperson  
Louis G. Tornatzky, Alternate Chairperson  
Jerry Dillingham, Member  
Paul Hershfield, Member  
Julie Tacker, Member  
Mike Wright, Member  
Thomas Wright, Member

### STAFF

Josh Taylor, Battalion Chief  
Greg Alex, Battalion Chief  
Ann Kudart, Administrative Services Manager

## **AGENDA**

- 1. Opening – 5:30 p.m.**
  - A. Call to Order
  - B. Flag Salute
  - C. Roll Call
- 2. Farewell to Battalion Chief Taylor and Introduction of Battalion Chief Alex**  
Presented by: Chairperson Milledge
- 3. Approval of ESAC Minutes of March 21, 2017**  
Presented By: Chief Taylor
- 4. Review of Draft 2017 Strategic Business Plan**  
Presented By: Chief Alex
- 5. Public Comment on Items NOT Listed on this Agenda:** At this time, the public may comment on items *not on this agenda*. Each commenter is limited to 3 minutes and shall address the Chairperson.
- 6. Schedule Upcoming ESAC Meeting**  
Presented By: Chairperson Milledge
- 7. Closing Comments by ESAC Committee Members**
- 8. Adjournment**

**ITEM 3**

**APPROVE ESAC MINUTES  
OF  
MARCH 21, 2017**

**Los Osos Community Services District**  
**DRAFT Minutes of the Emergency Services Advisory Committee**  
**March 21, 2017 at 5:30 p.m. at the District Office**

AGENDA ITEM	DISCUSSION	FOLLOW-UP
<p><b>1. Opening</b></p>	<p>Chairperson Milledge called the meeting to order at 5:34 p.m.</p> <p>Roll Call:            Vicki L. Milledge, Chairperson – Present            Jerry Dillingham, Committee Member – Present            Paul Hershfield, Committee Member - Present            Julie Tacker, Committee Member – Present            Michael Wright, Committee Member - Present            Thomas Wright, Committee Member – Present</p> <p>Staff:            Renee Osborne, General Manager            Josh Taylor, Battalion Chief            Harmony Brown, Executive Assistant</p>	
<p><b>2. 2017 LOCSB Bylaws Regarding Preparation of Committee Minutes and Protocol</b></p>	<p>General Manager Milledge presented the Protocols for Directing Staff Memorandum from District General Counsel, as distributed in the packet. Committee Member Tacker stated her opposition to the document, specifically in relation to Committee Members not being able to direct staff to make copies for distribution to the Committee.</p> <p>Public Comment: Richard Margetson spoke in opposition of Action Minutes. Margetson spoke in agreement with Committee Member Tacker regarding the issue of copies.</p> <p>ESAC discussed the preparation of minutes and the 2017 Work Plan. This was further discussed by the Committee.</p> <p>Committee Member Tacker made a motion that all committee minutes be added to Board packets. This was seconded by Committee Member M. Wright. The motion was approved unanimously.</p> <p>Committee Member Dillingham inquired regarding the Strategic Plan being a broader plan vs. the 2017 Work Plan being a focused list of priorities. This was further discussed by the Committee.</p> <p>Public Comment: Richard Margetson spoke in opposition to the 2017 Work Plan.</p> <p>Committee Member Dillingham made a motion for staff to review and update the Strategic Plan and ask the Board to add it to the 2017 Work Plan. This was seconded by Committee Member Tacker. The motion was approved unanimously.</p> <p>Committee Member Tacker made a motion that the Board consider amending Committee minutes as described in Section 5 of the LOCSB Bylaws to be reflective of the discussion. This was seconded by Committee Member M. Wright. The motion was approved unanimously.</p>	<p><b>Action:</b>  <b>Recommend to the Board that all committee minutes are included in the Board packets.</b></p> <p><b>Action:</b>  <b>Request staff review and update the Strategic Plan and ask the Board to add it to the 2017 Work Plan.</b></p> <p><b>Action:</b>  <b>Recommend the Board consider amending Committee minutes as described in the LOCSB Bylaws Section 5 to be reflective of the discussion.</b></p>

AGENDA ITEM	DISCUSSION	FOLLOW-UP
<p><b>3. Approval of ESAC Minutes of February 21, 2017</b></p>	<p>The ESAC reviewed the minutes from February 21, 2017.</p> <p>Committee Member Tacker requested the 2017 Work Plan be attached to the minutes. She further inquired regarding her request for information about Fire Public Facility Fees.</p> <p>Public Comment: Richard Margetson spoke.</p> <p>Committee Member Dillingham made a motion to approve the minutes of February 21, 2017 with the 2017 Work Plan attached and have the minutes sent to the Board. This was seconded by Committee Member M. Wright. The motion was approved unanimously.</p>	<p><b>Action:</b>  <b>Approve and file minutes, with amendments.</b></p>
<p><b>4. Review and Committee Recommendation of the District Title 4 Weed Abatement Ordinance</b></p>	<p>Battalion Chief Taylor presented the District Title 4 Weed Abatement Ordinance, as included in the packet. Battalion Chief Taylor stated that it is the intention of staff to ensure that the intent of the Ordinance is being met and, if the District wants to pursue alternative methods of enforcement, such as hiring a private contractor to abate non-compliant landowners and attaching associated costs to their property taxes. Battalion Chief Taylor also inquired regarding the status of the Habitat Conservation Plan application. Committee Member Tacker stated that it is still being reviewed by Fish &amp; Wildlife.</p> <p>Committee Member M. Wright expressed his opinion that the best method is to abate and attach associated costs to the property tax rolls and wait for the property to sell.</p> <p>Committee Member Tacker supports providing extensive time to allow owners to comply. She supports enforcing abatement compliance only once the fire department has reduced the non-compliant list to less than five properties. This was further discussed by ESAC.</p> <p>Committee Member T. Wright spoke in regards to LOCSD Ordinance 4.04.20 Waste Matter Constituting a Fire Hazard. Committee Member Dillingham reported that the outside area is the responsibility of code enforcement officers and that the fire department does not have authority to go inside residences to inspect.</p> <p>General Manager Osborne suggested that staff email the violation letter that is sent to property owners to the Committee and bring it back on April ESAC Agenda for review and edits.</p>	
<p><b>5. Update Regarding Grant Funding Opportunities</b></p>	<p>Chairperson Milledge reported that the primary needs for grant funding on the 2017 Work Plan include SCBA's and extrication equipment. Committee Member Dillingham offered his services to find grants for vehicles; he further requested prices for U15 and 3411. Battalion Chief Taylor reported that he will send prices to Chairperson Milledge by March 23<sup>rd</sup>.</p> <p>Battalion Chief Taylor submitted a grant to Firehouse Subs for approximately \$43,000 for extrication equipment and is awaiting a response.</p> <p>No public comment.</p>	

AGENDA ITEM	DISCUSSION	FOLLOW-UP
<p><b>6. Review of Board Item Regarding Monthly Fire Department Reports for January 2017 &amp; February 2017</b></p>	<p>Battalion Chief Taylor provided an update regarding the Monthly Fire Department Report for January 2017 and February 2017, as included in the agenda packet.</p> <p>A possible error was identified in the 2017 Annual Statistics. Executive Assistant Brown will verify and report back to the Committee.</p> <p>Committee Member T. Wright requested that CERT classes are better publicized.</p> <p>No public comment.</p>	
<p><b>7. Public Comment on Items NOT Listed on this Agenda:</b></p>	<p>Battalion Chief Taylor reported the passing of Matthew Frank, known as SLOStringer, and spoke of his great service to the community and to emergency workers. Committee Member Dillingham requested the Board send condolences to Mr. Frank's on behalf of South Bay Fire and the District.</p> <p>Richard Margetson expressed his opinion regarding the committee process in Los Osos that lead to the defeat of the first fire tax and the success of the second fire tax. She further expressed that committees were instrumental in the sewer issue and the last four rate studies.</p>	
<p><b>8. Schedule Upcoming ESAC Meeting:</b></p>	<p>The next ESAC Meeting is scheduled to be held at 5:30 p.m. on Tuesday, April 18, 2017, unless otherwise noted.</p>	
<p><b>9. Closing Comments by ESAC Committee Members</b></p>	<p>Committee Member Tacker expressed her appreciation to the Board for recognizing previous ESAC Committee Member Vita Miller.</p>	
<p><b>10. Adjournment</b></p>	<p>The meeting adjourned at 7:31 p.m.</p>	

**ITEM 4**

**REVIEW OF DRAFT  
2017 STRATEGIC BUSINESS PLAN**



# Los Osos Community Service District

## STATION 15 - SOUTH BAY FIRE

### 2017 STRATEGIC BUSINESS PLAN - DRAFT



DRAFT Key	
Descriptor	Meaning
	Item Not Completed; new date needed
Words are striken through	Item Completed
	Newly added Item by Fire Staff





Los Osos Community Service District  
 STATION 15 - SOUTH BAY FIRE  
 2017 STRATEGIC BUSINESS PLAN - DRAFT



**ADMINISTRATION**

Objectives	Actions Planned	Target Accomplishment Date	Cost (in 2017 dollars)	Other Agency Involvement?
1. Improve road infrastructure in Los Osos including eliminating dead-end roads, paving or opening limited access roads, opening road blocks, replace/install street signs during sewer project (sub-committee) to improve response times	Work with SLO Co., LOCSO, and community to prioritize roads, find funding, and accomplish objective	On-going	Unknown	SLO County and LOCSO, LOCAC, CAL FIRE, HDR
2. Maintain current revenue and monitor annually	Maintain property tax allocation and manage Special Fire Tax	On-going	Unknown	LOCSO
3. Staff an Ambulance in Los Osos	Work with Ambulance Performance Operation Committee, SLO County and SLO Ambulance	2020	Unknown	SLO County and San Luis Ambulance
4. Respond with two fire engines to every incident instead of one engine and one rescue	Operate two fire engines instead of one engine and one rescue.	2025	\$700,000 (based on cost in 2017)	None
5. Provide a second fire station and separate engines to opposite sides of the district to decrease response times	Obtain property for second fire station in Los Osos.	Upon Demand	5 Million (based on cost in 2017)	CAL FIRE/LOCSO
<del>6. Develop a Mission Statement</del>	<del>Develop a Mission Statement for Station 15.</del>	<del>Immediately</del>	<del>Not Significant</del>	<del>CAL FIRE, LOCSO, ESAC</del>
<del>7. Complete Fire Flow Mapping Study</del>	<del>Coordinate with water purveyors</del>	<del>July 2013</del>	<del>Not Significant</del>	<del>CAL FIRE, LOCSO, Golden State Water, S&amp;T Mutual Water</del>
8. Identify with stake holders to sustain hazard abatement areas in abated areas.	Build relationships with stake holders	On-going	Unknown	Community Service Groups
<del>9. Discussion of Allocation of Administrative Fee with FAC</del>	<del>ESAC will meet with FAC</del>	<del>2013</del>	<del>Unknown</del>	<del>LOCSO</del>
10. Continue Funding Vehicle Sinking Fund	Fully fund and implement Vehicle Replacement Fund Spread Sheet	On-going	\$85,000	None
11. Maintain a St 15 Quality Improvement /Assurance Program	Provide annual report on Paramedic performance, provided by St 15	On-going	Not Significant	SLO County Fire Dept.
12. Maintain a Fire Station Sinking Fund	Fund the Sinking Fund, as well as use fire Public Facility Fund.	On-going	Unknown	LOCSO
<del>13. Purchase a new fire engine</del>	<del>Receive 2012 Spartan EVR Engine</del>	<del>2012/2013</del>	<del>\$473,820</del>	<del>CAL FIRE, LOCSO</del>
14. Press Releases	Develop press releases on a routine basis with an informative aspect.	On-going	Not Significant	CAL FIRE, LOCSO
15. Facility Tours	Tours of the facility and outreach to community based organizations, schools, and parent organizations	On-going	Unknown	CAL FIRE, LOCSO, School District





Los Osos Community Service District  
STATION 15 - SOUTH BAY FIRE  
2017 STRATEGIC BUSINESS PLAN - DRAFT



**FIRE CODE**

Objectives	Actions Planned	Target Accomplishment Date	Cost (in 2017 dollars)	Other Agency Involvement?
1. Fully implement Fire Hazard Reduction plan in Los Osos per the Los Osos Fire Safe Council Focus Group and Community Wild Fire Protection Plan	Develop plan for individual property owners, as well as the community.	On-going	Unknown	LOCSD, SLO County, US Fish and Wildlife Service, CA Fish and Game, CA Dept Parks and Rec, CAL FIRE
2. Increase Fire Flow throughout Los Osos	Increase gallons per minute available, pressure of water systems, number of fire hydrants and frequency of fire hydrants.	On-going	Unknown	LOCSD, Golden State, SLO County, Utility Advisory Committee
3. Ensure that all streets have street signs and all buildings have address numbers	Educate property owners and enforce existing laws regarding street signs and building addresses.	Initiated 2012 and On-going	Not Significant	SLO County



Los Osos Community Service District  
 STATION 15 - SOUTH BAY FIRE  
 2017 STRATEGIC BUSINESS PLAN - DRAFT



**STATION EQUIPMENT**

Objectives		Actions Planned	Target Accomplishment Date	Cost (in 2017 dollars)	Other Agency Involvement?
1.	Re-roof office side of St 15	Reroof Apparatus and Office Side of St 15	2015	\$35,000	None
2.	Perform Station 15 Inventory for CSD equipment	Inventory and update report, as requested by LOCSO	Annual	Not Significant	None
<del>3.</del>	<del>Replace worn carpet</del>	<del>Replace carpet in Fire Station</del>	<del>2018</del>	<del>\$15,000</del>	<del>None</del>
4.	Initiate a Computer Replacement Program	Replace one computer annually to cycle computers and limit large purchases	On-going	\$1,500	None
5.	Prepare for total Portable Radio replacement purchase and PPE.	Replace 33 portable radios and PPE cycle.	2015	\$20,000 (for radios)	None
6	Replace old Physical Fitness Equipment	Evaluate current equipment and purchase new equipment to replace worn or unsafe P.T. equipment	Annual	\$3,500 annually for 3-years	None



Los Osos Community Service District  
 STATION 15 - SOUTH BAY FIRE  
 2017 STRATEGIC BUSINESS PLAN - DRAFT



**SERVICE PROVIDED**

Objectives	Actions Planned	Target Accomplishment Date	Cost (in 2017 dollars)	Other Agency Involvement?
1. Increase St 15 to 4.0 Staffing CAL FIRE	Increase CAL FIRE staffing to four firefighters, with two medics on duty 24/7 and continue Reserve FF staffing 7am to 7pm as available with goal of seven days per week.	Unknown	Additional \$240,000 in Schedule A with a corresponding reduction to current Reserve F.F. Line Items	CAL FIRE
2. 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, Mobile Home Parks, Community Centers etc...	On-going	Unknown	Unknown
3. Provide two Medics on separate vehicles for multiple responses	This goal is currently being met, committee wants to reaffirm this goal	On-going	Not Significant	None
4. Expand Annual Safety Fair	Include more demonstrations, handouts to inform residents, videos available with clear, concise messages. Videotape messages for use on Channel 20. Include CPR training in the use of AED's for those who wish to take the extra step.	On-going	Unknown	CAL FIRE, LOCSD, Red Cross, CERT.
5. Response Performance	Establish specific measurable standards for fire department response performance.	On-going	Not Significant	CAL FIRE, LOCSD
6. Provide an LOCSD Disaster Plan		2015	Unknown	CAL FIRE, LOCSD
7. Provide Trench Rescue Training in Los Osos	This goal is currently being met, committee wants to reaffirm this goal.	On-going	None identified. Staff will budget for reoccurring costs to ensure that this level of service continues	





Los Osos Community Service District  
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**SERVICE PROVIDED**

Objectives	Actions Planned	Target Accomplishment Date	Cost (in 2017 dollars)	Other Agency Involvement?
8. Continue Community Emergency Response classes and develop CERT Team(s) in and around Los Osos	Provide CERT Training as need dictates, formulate teams organized around community response and participation.	On-going	None to train CERT, \$250 expected to maintain a viable CERT organization in Los Osos	Morro Bay Fire, Cayucos Fire
9. Provide Annual Safety Fair	Evaluate expanding annual St 15 Safety Fair to provide more in-depth community training and participation through use of vendors and other agencies.	On-going	Unknown	CERT, CAL FIRE, SLO Ambulance, CHP, SLO Co Sheriff's Office, Emergency Medical Services Agency, LOCSO
10. Use Channel 20 for Public Education	St 15 Staff can better utilize Channel 20 for public information regarding community safety, public and individual safety, and provide seasonally fire prevention message.	On-going	Unknown	LOCSO
11. Provide Training/Education for Public	St 15 Staff can provide CERT Training, continue current community outreach programs including Smoke Detector and CO, and house numbering. ESAC believes that Staff is providing some education and training, but should continue to look for new opportunities.	On-going	Unknown	None
12. Hydrant Maintenance Program	Work with water purveyors to ensure fire hydrants are serviceable and in compliance NFPA 291	2017	Unknown	LOCSO, Golden State, S&T Water, Private Property Owners, SLO County, Utility Advisory Committee