



**Los Osos Community Service District**  
2122 9<sup>th</sup> Street, Suite 102, Los Osos, CA 93402  
805-528-9370 www.lososocsd.org

## **EMERGENCY SERVICES ADVISORY COMMITTEE MEETING**

Tuesday, June 17, 2014 at 5:30 p.m.  
South Bay – Station 15  
2315 Bayview Heights Drive, Los Osos, CA

### COMMITTEE MEMBERS

R Michael Wright, Chairperson  
Jon-Erik Storm, Vice Chairperson  
Jerry Dillingham, Member  
Brent Marshall, Member  
Vita Miller, Member  
Julie Tacker, Member  
Thomas Wright, Member  
David Harris, Alternate

### STAFF

Kathy Kivley, General Manager  
Phill Veneris, Battalion Chief  
Harmony Brown, Executive Assistant

## **AGENDA**

1. **Opening – 5:30 p.m.**
  - A. Call to Order
  - B. Flag Salute
  - C. Roll Call
2. **Approval of ESAC Minutes of May 20, 2014**  
Presented By: Executive Assistant Brown
3. **Review on Financial Updates for Fund 301**  
Presented By: General Manager Kivley
4. **Update Regarding CSA9i Expenses and Revenues**  
Presented By: General Manager Kivley
5. **Update on the Los Osos Habitat Conservation Plan and Section 7 Permit**  
Presented By: General Manager Kivley
6. **Review of Monthly Fire Department Report for May, 2014**  
Presented By: Executive Assistant Brown
7. **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.
8. **Schedule Upcoming ESAC Meeting:** ESAC Meetings are normally held on the third Tuesday of the month at 5:30 p.m., unless otherwise noted July 15, 2014.
9. **Recommendations to the Board of Directors of Future Committee Items**
10. **Closing Comments by ESAC Committee Members**
11. **Adjournment**

**Los Osos Community Services District**  
**DRAFT Minutes of the Emergency Services Advisory Committee**  
**May 20, 2014 at 5:30 p.m. at Station 15 - South Bay**

AGENDA ITEM	DISCUSSION	FOLLOW-UP
<p><b>1. Opening</b></p>	<p>Chairperson Wright called the meeting to order at 5:30 p.m.</p> <p>Roll Call:  Michael Wright, Chairperson – Present  Jon-Erik Storm, Vice Chairperson – Present  Jerry Dillingham, Committee Member – Present  Brent Marshall, Committee Member – Arrived at 5:37 p.m.  Vita Miller, Committee Member – Present  Julie Tacker, Committee Member – Absent  Thomas Wright, Committee Member – Absent  David Harris, Alternate Committee Member - Absent</p> <p>Staff:  Kathy Kivley, General Manager  Harmony Brown, Executive Assistant</p>	
<p><b>2. Approval of ESAC Minutes of April 15, 2014</b></p>	<p>The ESAC reviewed the minutes of April 15, 2014.</p> <p>Public Comment: Richard Margetson commented that he requested current financials, as noted in Agenda Item 8 in the minutes, but they have not been provided since approximately October 2013, along with Reserve Balances.</p> <p>Committee Member Miller requested the minutes be approved and filed, as presented. This was seconded by Committee Member Dillingham.</p>	<p><b>Action: Approve and file minutes.</b></p>
<p><b>5. Reaffirm Cooperative Fire Protection Agreement</b></p>	<p>Chairperson Wright called for this item to be heard at this point in the meeting.</p> <p>CAL FIRE Deputy Chief Steve Reeder presented a draft staff note, as enclosed in the packet, designed to reaffirm the CAL FIRE/SLO County Fire Department and CSD Cooperative Fire Protection Agreement.</p> <p>The Committee reviewed the Agreement as enclosed in the packet and discussed it in detail.</p> <p>Public Comment: Al Barrow asked how staffing at Station 15 might be affected by increasing wildfires throughout the State. Deputy Chief Reeder reported that CAL FIRE has extensive resources and will always provide comparable staffing as stated in the contract.</p> <p>Richard Margetson requested clarification regarding whether the total amount on the final page of Schedule A includes the charges for CSA9i. Chairperson Wright reported that it does include CSA9i pass-through charges.</p> <p>Committee Member Miller made a motion that the staff note and cooperative agreement be forwarded to the Board with recommendation for approval. This was seconded by Committee Member Marshall. The motion was approved unanimously.</p>	<p><b>Action: Forward to the Board with recommendation for approval.</b></p>

AGENDA ITEM	DISCUSSION	FOLLOW-UP
<p><b>4. Review Staff Note to Purchase Zoll Heart Monitor and EZ-IO G3 Intraosseous Intrusion System</b></p>	<p>Chairperson Wright called for this item to be heard at this point in the meeting.</p> <p>Fire Apparatus Engineer – Paramedic Teddy Borja gave a detailed report regarding the benefits in purchasing a Zoll Heart Monitor and EZ-IO G3 Intraosseous Intrusion Systems, as outlined in the agenda packet.</p> <p>Public Comment: Richard Margetson commented that this purchase cannot be made using Line Item 4015-301, CSA9i Assessment, as indicated on the second page of the staff note. He further stated that in the 2013/14 Mid-Year budget, Line Item 4015-301 notes a balance of zero dollars and payment for CSA9i has not yet been made this year. In addition, Mr. Margetson expressed disappointment that this line item was modified by staff after Board approval of the 2013/2014 Mid-Year Budget.</p> <p>Committee Member Miller made a motion to forward to the Board with recommendation to authorize the purchase of the Zoll Monitor and EZIO G3 Intraosseous Intrusion System. This was seconded by Committee Member Dillingham and approved unanimously.</p>	<p><b>Action:</b> Forward to the Board with recommendation for approval.</p>
<p><b>3. Proposed Annual CPI Increase for Special Fire Tax</b></p>	<p>General Manager Kivley provided a revised memorandum from Wallace Group, as provided in the agenda packet, requesting an increase of 1.86% in the CPI.</p> <p>Public Comment: Richard Margetson commented that it is important that the CPI proposal is correct, since it compounds annually.</p> <p>Committee Member Miller made a motion to accept the CPI increase, as presented. This was seconded by Committee Member Marshall and approved unanimously.</p>	
<p><b>6. Presentation and Discussion of Draft Fiscal Year 2014/2015 Fund 301 Budget</b></p>	<p>General Manager Kivley provided a brief summary of the draft Fiscal Year 2014/2015 Fund 301 Budget, along with a handout that notes the Special Fire Tax under Special Taxes and Assessments. General Manager Kivley noted that revenues were based on a 2% increase.</p> <p>Executive Assistant Brown reported that the modifications to the draft FY 2014/2015 Fund 301 Budget made by Battalion Chief Veneris since the April ESAC Meeting were a decrease from Line Items 8355-301 and 6055-301 that was moved to Line Item 7238-301 to accommodate the replacement of expired medications, pending the end of the contract with SLO Ambulance. In addition, \$4,000 was moved from Line Item 8355-301 to 8405-301 because of an error in expenditure billing.</p> <p>General Manager Kivley further reported that Line Item 9076-301 in the Mid-Year 2013/2014 Fund 301 Budget also adjusts for the purchase of the Zoll Heart Monitor and EZ-IO G3 Intraosseous Intrusion System, pending BOD approval.</p> <p>Public Comment: Al Barrow asked why Line Item 8801-301, Administrative Costs Allocation, as noted in the agenda packet, has been decreased since the May BOD Meeting.</p>	

AGENDA ITEM	DISCUSSION	FOLLOW-UP
<p><b>6. Presentation and Discussion of Draft Fiscal Year 2014/2015 Fund 301 Budget (continued)</b></p>	<p>Richard Margetson commented that there is a discrepancy in the notation of CSA9i, as quoted in the Schedule A and that these Line Items should not have been adjusted without prior BOD approval. He further expressed concern regarding how Staff will balance the budget if Line Item 8801-301, Administrative Costs Allocation, remains the same.</p> <p>Keith Swanson requested an explanation regarding the CSA9i discrepancy, as mentioned earlier. Further, he asked what Staff's plan was to balance the budget.</p> <p>General Manager Kivley commented that the methodologies, as presented at the May BOD Meeting, were provided at the request of the BOD, based on revenues, expenditures and time spent. General Manager Kivley stated that the adjustment of CSA9i was made at the request of Battalion Chief Veneris and she will get further clarification from him.</p> <p>Chairperson Wright stated that clarification regarding CSA9i will be provided to FAC at their June 2<sup>nd</sup> meeting and to the BOD on June 5<sup>th</sup>. If budget approval is delayed, it will be placed on the June agenda for ESAC.</p> <p>Committee Member Miller requested that monthly updates be provided, so that these errors can be avoided.</p> <p>Committee Member Dillingham made a motion to accept the Draft Fiscal Year 2015/2015 Fund 301 Budget, as presented. This was seconded by Committee Member Miller and approved unanimously.</p>	
<p><b>7. Review Monthly Fire Department Report for April, 2014</b></p>	<p>Executive Assistant Brown gave a brief summary of the Fire Department Report for April 2014 as submitted with the agenda packet.</p> <p>Public Comment: Al Barrow asked if Los Osos residents could get on the list for the Chipping Event. Executive Assistant Brown reported that all efforts will be made to accommodate and encouraged residents to call Station 15 – South Bay for more information.</p> <p>Lindy Owen asked what training is conducted to provide safety and evacuation to the carless population in the event of a disaster. Committee Member Dillingham and Executive Assistant Brown updated regarding the training that Staff conducts annually and the County list that residents can be added to, so that emergency responders will know who to contact and assist, if necessary.</p>	
<p><b>8. Public Comment on Items NOT Listed on this Agenda:</b></p>	<p>Al Barrow commented that he has founded a group, Los Osos Community Friends for Locally Owned Water (FLOW), with the intention of buying out Golden State Water with the hopes to have the District manage the majority of the basin, equaling 2,700 connections. Mr. Barrow provided additional information about the benefits of this group and requested the support of ESAC.</p> <p>Richard Margetson commented that the Administrative Costs Allocation memo that was provided at the May BOD meeting includes flaws in each scenario. The paperwork included to justify the methodologies (Circular A87) is not applicable regarding the distribution of Administrative Costs Allocations within a District.</p>	

AGENDA ITEM	DISCUSSION	FOLLOW-UP
<b>8. Public Comment on Items NOT Listed on this Agenda: (continued)</b>	<p>Lindy Owen inquired regarding approximately \$180,000 of funds that went missing from Wastewater. She requested an explanation as to where those funds went or how those funds will be replaced.</p> <p>Keith Swanson commented that Circular A87 has a basis for being utilized as a reference, but not implemented by other governments. In addition, Mr. Swanson commented that the revenues that have gone missing will need to be replaced by Water or CSD Staff employments cuts. He further stated that it would preferably not come from Fire.</p>	
<b>9. Schedule Upcoming ESAC Meeting</b>	The next meeting of the Emergency Services Advisory Committee will be held on Tuesday, June 17, 2014 at 5:30 p.m.	
<b>10. Recommendations to the Board of Directors of Future Committee Items</b>	- Update regarding CSA9i expense/revenue.	
<b>11. Closing Comments by ESAC Committee Members</b>	Committee Member Miller commented that the SLO County Jail employs a per diem system for their personnel that saves them a significant amount of funds in their budget and encouraged FAC members to consider that option for the District.	
<b>12. Adjournment</b>	The meeting adjourned at 6:43 p.m.	



**CAL FIRE**  
**San Luis Obispo**  
**County Fire Department**

635 N. Santa Rosa • San Luis Obispo, CA 93405  
Phone: 805-543-4244 • Fax: 805-543-4248  
[www.calfireslo.org](http://www.calfireslo.org)

*Robert Lewin, Fire Chief*

July 3, 2014

**To: Honorable LOCSD Board of Directors**

**From: Phill Veneris, Battalion Chief**

**Subject: Agenda Item 9A – July 3, 2014 Board Meeting  
District /CAL FIRE Chief Report for May 2014**

**EMERGENCY ACTIVITY**

1. Station 15 - South Bay responded to 109 calls in May with 13 Simultaneous Calls (Back to Back). Six of the Simultaneous Calls required Advanced Life Support (1<sup>st</sup>: 3, 2<sup>nd</sup>: 3). Of these 109 incidents, 70 were Medical calls with 27 requiring Advanced Life Support provided by Paramedics; On three of these calls, a CAL FIRE Firefighter rode in to the hospital with SLO Ambulance. Four incidents were reported as Traffic Collision; Ten incidents were reported as Fire, 24 as Public Service Assists, and five as Emergency.
2. Company 15 was called to cover the station or respond to emergencies in the month of May a total of 16 times.

**ADMINISTRATION**

3. During the month of May, Station 15 – South Bay welcomed Fire Apparatus Engineer - Paramedic Seth Neuschwander, Fire Captain – Paramedic John Pearl and Fire Fighter II – Paramedic TAU Keely Moriarty as the newest members of our team. FAE-P Neuschwander has been in the fire service for many years and is a Master Instructor in Water Rescue. FCP Pearl has worked in fire service for 25+ years and a Paramedic for 20 of these years. He has worked as a Battalion Chief and Paramedic Supervisor in the San Mateo area and is specially trained as a Hazardous Material Specialist. FFII - P Moriarty has worked for CAL FIRE as a seasonal firefighter for several years in SLO County, as well as a Reserve Firefighter for the Morro Bay Fire Department and as a Paramedic with the Cambria Health Care District.
4. After several weeks of negotiation, Station 15 – South Bay Fire Apparatus Engineer – Paramedic Rob Jenkins came to an agreement on May 5, 2014 with Airgas, Inc. regarding an over billing of oxygen tank rentals and haz-mat fees that dated back to May, 2012. This resulted in a credit of \$2,476 to Fund 301. Staff will use this refund to purchase an oxygen refill system that should result in a long term cost savings of Line Item 7234, Oxygen Supplies and Cylinder Rent.
5. On May 24, 2014, CAL FIRE Firefighter II-P Chris Martin submitted a letter of resignation, effective immediately. Martin and his growing family live in Riverside where he was able to secure an equivalent position with the CAL FIRE – Riverside Unit. Firefighter II-P Martin was a dependable and valuable asset to Station 15 – South Bay and we wish him success.

**TRAINING**

6. During the month of May, the final two prospective Reserve Firefighter candidates, Eric Gardley and Connor Smith, completed their required training, and took necessary steps to complete the Station 15 Rookie Task book. In order to streamline this process and unify instruction, candidates attend a two day Station 15 – South Bay Rookie Academy. At the Rookie Academy, Candidates learned station specific guidelines and procedures for both routine station maintenance as well as emergency response. In addition, they completed their sign off task sheets and 24 hour shadow shifts.

## **TRAINING**

7. On May 21, 2014, Station 15 personnel participated in a Nuclear Regulatory Commission Evaluated SLO County – PG&E Diablo Canyon Power Plant exercise. This exercise is the second of two drills in 2014 and is intended to provide an opportunity for local emergency responders and managers to show proficiency in Diablo Canyon Power Plant Standard Operating Guidelines. Station 15 personnel trained on and passed manipulative tests demonstrating proficiency in the use of monitoring equipment, personnel call backs, warning siren locations and how to assist the county with the local carless population and special needs population.

## **SPECIAL PROGRAMS/PROJECTS**

8. On May 12, 2014, the air conditioning unit on Medic Engine 15 was re-charged at Pacific Auto, Los Osos. This vehicle maintenance was paid for by SLO County Fire Department through the Cooperative Fire Protection Agreement.
9. On May 14, 2014, Medic Engine 15 went to southern California for warranty work. This included adjustments to the ladder frame and fender well, as well as repairs of minor fluid leaks. San Luis County Fire Department Engine 10 from the Cambria Fire Station was placed in service at Station 15 – South Bay to maintain engine response, at no cost to the District.
10. On May 17, 2014, Station 15 – South Bay personnel attended the annual Memorial Day Service at Los Osos Valley Mortuary.
11. From May 19 through May 23, 2014, Station 15 – South Bay held a community wide, week long chipping event, in cooperation with the Cooperative Fire Program of the U.S. Forest Service, Dept. of Agriculture, Pacific Southwest Region, SLO County Fire Safe Council, the Los Osos Focus Group and the LOCSD. The goal of this event was to provide a crew and chipper, free of charge, to residents who have cut and stacked vegetation near roadways. The California Conservation Corps extended the program an extra day to accommodate the approximately 40 residents who registered for this free service.
12. On May 20, 2014 Station 15 – South Bay hosted a meeting of the Los Osos Focus Group. The group discussed the status of current projects and steps needed to initiate and complete future hazard abatement and wildland fire prevention projects in the Los Osos area.
13. From May 29 through June 1, 2014 the LOCSD Chief Officer Vehicle was sent to a local shop to replace a broken windshield as well as to replace both front door window motors. This vehicle maintenance was paid for by SLO County Fire Department through the Cooperative Fire Protection Agreement.

## **FIRE PREVENTION**

14. In the month of May, Station 15 – South Bay Staff began preparations for the 2014 Hazard Abatement Program. Contact was made with U.S. Fish and Wildlife, CAL FIRE/SLO County Geographic Information Systems (GIS), and other stakeholders to ensure that the latest information was obtained regarding inspections. A press release was issued by Station 15 – South Bay on May 28 advising Los Osos area residents of upcoming inspection dates as well as steps they could take to comply with Los Osos Fire Code Title 4. Dates for the first community wide inspections are June 2 – 5, with the second inspection tentatively scheduled for July 23 – 25.
15. On May 7, 2014, Station 15 – South Bay hosted two tours of approximately 100 children total from Monarch Grove Elementary. Firefighters provided a tour of the Firehouse, Medic Engine 15, Medic Rescue 15, an overview of Firefighting gear along with basic fire safety tips. In addition, each child was provided with stickers, coloring books and pencils.

Respectfully Submitted,

Rob Lewin, Unit Chief  
CAL FIRE / San Luis Obispo County Fire Department

  
By Phill Veneris, North Coast Battalion Chief  
CAL FIRE / San Luis Obispo County Fire Department

**CAL FIRE STATION 15 - SOUTH BAY**

**2014 ANNUAL ACTIVITY LOG**

ACTIVITY	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
*FIRES - ALL TYPES	6	4	7	9	10								
FALSE ALARMS	2	1	4	4	1								
*RESCUE - EMS	72	64	72	61	70								
ADV. LIFE SUPPORT	42	34	42	32	27								
TRAFFIC COLLISION	5	1	7	4	4								
*SERVICE ASSISTS	23	14	18	24	24								
*EMERGENCY	3	3	5	5	5								
CODE 2 RESPONSE	10	11	8	12	22								
-ZONE 1	1	1	3	1	1								
-MDO	3	2	1	0	0								
-MUTUAL AID	0	0	3	2	3								
SUBTOTAL: OUT OF DISTRICT	4	3	7	3	4	0	0	0	0	0	0	0	0
SUBTOTAL: BACK-TO-BACK	7	4	5	3	7								
SUBTOTAL: BACK-TO-BACK (ALS)	5	4	6	3	6								
2014 TOTAL - MONTHLY	104	85	102	99	109	0	0	0	0	0	0	0	0

2014 CALLS YTD	104	189	291	390	499	499	499	499	499	499	499	499	499
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2013 TOTAL - MONTHLY	108	87	108	98	100	122	102	112	115	102	83	113	1250
2012 TOTAL - MONTHLY	95	98	105	100	94	83	105	119	94	118	121	127	1259
2011 TOTAL - MONTHLY	111	72	81	106	97	115	99	91	112	131	89	84	1188
2010 TOTAL - MONTHLY	121	79	93	88	98	86	115	100	103	104	94	96	1177
2009 TOTAL - MONTHLY	84	79	74	126	89	80	86	77	87	148	99	177	1206
2008 TOTAL - MONTHLY	126	123	101	89	110	98	71	105	71	73	77	110	1154
2007 TOTAL - MONTHLY	100	87	90	88	100	60	77	80	94	76	70	95	1017
2006 TOTAL - MONTHLY	112	83	81	88	97	84	94	86	72	93	87	99	1076
2005 TOTAL - MONTHLY	88	91	88	88	77	73	68	72	86	79	100	88	998





1475 Quintana Road  
Morro Bay, CA, 93442  
805-772-7365  
rockharborcf.com

May 29, 2014

To Whom It May Concern,

On behalf of the entire Reimer Family, I would like to extend a thank you for sending an engine along with your crew to honor our church member, Bill Reimer, a retired City of Santa Ana Fire Chief, this past Sunday for his Celebration of Life service. Your presence was appreciated, Fireman Stanley Craig spoke eloquently your behalf and our church was blessed by your display of kindness. We appreciate you and thanks again.

Blessings upon Cal Fire Station #15,

Pastor Randy

A handwritten signature in black ink, appearing to be "Randy", written over the printed name "Pastor Randy".

COME AS YOU ARE



BECOME WHO GOD  
MEANT YOU TO BE!

Los Osos Comm Svcs District

Check No : 95632

May 9, 2014

Vendor No : CESV19483

Reference	Invoice Date	Gross Amount	Discount Taken	Net Amount Paid
MISSING BOX	04/30/14	15.00		15.00
<b>Totals :</b>		15.00	0.00	15.00

Vendor No. CESV19483

Check No : 95632

May 9, 2014

Los Osos Comm Svcs District

Reference	Invoice Date	Gross Amount	Discount Taken	Net Amount Paid
MISSING BOX	04/30/14	15.00		15.00
<b>Totals :</b>		15.00	0.00	15.00

THE FACE OF THIS CHECK IS PRINTED BLUE - THE BACK CONTAINS A SIMULATED WATERMARK

# CES

4200 Columbus St. - Ottawa, IL 61350 - 815-431-8100

Charter One  
71 S. Wacker Dr.  
CHICAGO, IL 60606  
2-1-710

Check # : 95632

Date :	May 9, 2014
Amount :	*****15.00

PAY \*\*\*\* FIFTEEN AND 0/100

Pay To The Order Of: Los Osos Comm Svcs District  
2315 Bayview Heights Drive  
Los Osos, CA 93402  
United States

  
Signature



SAN LUIS OBISPO COUNTY COMMUNITY  
FIRE SAFE COUNCIL, INC.  
PO BOX 5305  
SAN LUIS OBISPO, CA 93403

90-4264/1222

1116

13-051

DATE 5/29/14

© DELUXE WALLET OR DUPLICATE

PAY TO Los Osos CSD \$ 816<sup>08</sup>  
THE ORDER OF EIGHT HUNDRED SIXTEEN & 08/100 DOLLARS

 **Mission**  
COMMUNITY BANK  
ARROYO GRANDE OFFICE  
154 W. BRANCH ST., STE. A-1, ARROYO GRANDE, CA 93420

*[Handwritten Signature]*  
*[Handwritten Signature]*

MEMO FIRE SIGN CONTEST MATCH

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