



# Oceano Community Services District

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

(805) 481-6730

FAX (805) 481-6836

## AGENDA FIRE COMMITTEE MEETING

1655 Front Street  
6:30 P.M.

January 13, 2009

Oceano  
Tuesday

### COMMITTEE MEMBERS

President Barbara Mann  
Pamela Dean, Director

### STAFF

Kevin D. Walsh, Interim General Manager  
Fire Chief, Mike Hubert

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1. Roll Call
2. Public Comment
3. Approval of Minutes  
December 9, 2008
4. Report of the Fire Operations
  - a. Operations/Review \*
5. New Business
  - a. 2009 AFG Grant for Vehicle Acquisition \*  
Presentation by Captain Bova
  - b. Hiring Reserve Staffing \*
  - c. RFP Joint Dispatch Study
6. Old Business
  - a. 2008 AFG Grant  
Reduction of FEMA funds and increase in District matching funds
  - b. Alley Signs \*  
Discuss status of project to install "No Parking" signs in alleys.
  - c. Vehicle Inventory \*  
Discussion regarding status of District Fire vehicles.

7. **Adjourn to Executive Session**

- a. CLOSED SESSION – A closed session pursuant to Government Code Section 64957.6 to meet and confer with the District's designated representative regarding the compensation paid to its represented employees. The District's designated representative is Kevin Walsh.

**Return to Open Session**

8. **General Manager Items/Discussion \***

- a. Other

9. **Written Communications**

Adjournment

\* Oral Presentation/Discussion

**P.O. Box 599, Oceano, CA 93475**  
**1655 Front Street, Oceano, CA 93445**  
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**OCEANO COMMUNITY SERVICES DISTRICT  
FIRE COMMITTEE MEETING MINUTES**

**TUESDAY**

**December 9, 2008**

**OCEANO**

**The meeting was called to order by Director Dean at 6:35 P.M.**

**1. Roll Call:**

**Present:** Director Dean, Director Mann (alternate)  
**Absent:** None  
**Staff Present:** Kevin Walsh, General Manger; Craig Angelo, Captain; Riki Heath, Battalion Chief

**2. Public Comment:**

None

**3. Approval of Minutes:**

a. The minutes from October 7, 2008 had already been previously approved.

**4. Report of Fire Operations:**

a. Operations Review

Fire Captain Angelo made a presentation of operations during the month of November.

**5. New Business:**

None

**6. Old Business:**

a. Sale of 1998 Suburban (6130)

Reviewed the recommendation to be made to the Board on December 10, 2008 to accept the bid for \$8,000 from Profire Emergency Equipment, Inc, B.C. The committee agreed with the staff recommendations.

b. In-Lieu Off Highway Vehicle Fees

Reviewed the status of the request to the County to receive a portion of these fees.

**7. General Manager Items/Discussion**

The General Manager reported on the Fire Oversight Committee recommendation that consolidation proceed using a Joint Powers Agency concept for the governance structure.

**8. Executive Session**

The Committee met in closed session. No action was taken.

Meeting Adjourned at 8:25 PM  
Kevin Walsh, for the Fire Committee





# Oceano Community Services District

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

(805) 481-6730

FAX (805) 481-6836

DATE: January 13, 2009  
TO: Fire Committee  
FROM: Kevin D. Walsh, Interim General Manager  
SUBJECT: **2008 ASSISTANCE TO FIREFIGHTERS GRANT  
GRANT # EMW-2008-FO-02153**

## Background

The District submitted a grant application to the Federal Emergency Management Agency (FEMA) for an exhaust removal system for the apparatus room. \$2,000 was budgeted in the 2008-09 budget to provide for the District's matching funds.

The February, 2008, cost proposal from the supplier of \$39,914 is still valid. However, we have been advised by FEMA that the Federal share has been reduced from \$37,919 to \$33,250. The District's matching share has increased from \$1,995 to \$6,664, a difference of \$4,669.

## Discussion

Because of their response deadlines, it was necessary to indicate to FEMA that OCSD would accept the reduced grant amount prior to giving the Board an opportunity for review. The alternative would have been to not accept the grant, and not construct the project. If the Board would like to not receive the grant, there is likely an avenue to do that, as no expenditures for the project have been made, and no funds have been received yet. It is possible, however, that if the Board decides to reject the grant funds, it may diminish the District's likelihood of being awarded other grant funds in the future.

The difference in the amount awarded by FEMA, results in an increase in the District's matching share. This increase will need to come from the \$10,000 budgeted for Fire Department contingencies, or from reserves.

**THE RECOMMENDED ACTION BEFORE YOUR BOARD is to:** by Board discussion, public comment, motion, second, and roll call vote, accept the Grant for \$33,250 and authorize the transfer of \$4,664 from Contingency (01-4100-380) to Fixed Assets (01-4200-320).

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## Award Package

U S Department of Homeland Security  
Washington, D C 20472



# FEMA

Mr. John Bova  
Oceano Community Services District Fire Department  
P.O. Box 599  
Oceano , California 93475-0599

Re: Grant No.EMW-2008-FO-02153

Dear Mr. Bova:

On behalf of the Federal Emergency Management Agency (FEMA) and the Department of Homeland Security (DHS), I am pleased to inform you that your grant application submitted under the FY 2008 Assistance to Firefighters Grant has been approved. FEMA's Grant Programs Directorate, in consultation with the U.S. Fire Administration, carries out the Federal responsibilities of administering your grant. The approved project costs total to \$35,000.00. The Federal share is 95 percent or \$33,250.00 of the approved amount and your share of the costs is 5 percent or \$1,750.00.

As part of your award package, you will find Grant Agreement Articles. Please make sure you read and understand the Articles as they outline the terms and conditions of your Grant award. Maintain a copy of these documents for your official file. **You establish acceptance of the Grant and Grant Agreement Articles when you request and receive any of the Federal Grant funds awarded to you.** By accepting the grant, you agree not to deviate from the approved scope of work without prior written approval from DHS.

If your SF 1199A has been reviewed and approved, you will be able to request payments online. Remember, you should basically request funds when you have an immediate cash need (i.e. you have a bill in-hand that is due within 30 days).

If you have any questions or concerns regarding the awards process or how to request your grant funds, please call the helpdesk at 1-866-274-0960.

Sincerely,

A handwritten signature in black ink that reads "R. David Paulison". The signature is written in a cursive style.

R. David Paulison  
Administrator



## Agreement Articles



# FEMA

U.S. Department of Homeland Security  
Washington, D.C. 20531

## AGREEMENT ARTICLES

### ASSISTANCE TO FIREFIGHTERS GRANT PROGRAM - Operations and Safety program

**GRANTEE:** Oceano Community Services District Fire Department

**PROGRAM:** Operations and Safety

**AGREEMENT NUMBER:** EMW-2008-FO-02153

**AMENDMENT NUMBER:**

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### Article I - Project Description

The purpose of the Assistance to Firefighters Program is to protect the health and safety of the public and firefighting personnel against fire and fire-related hazards. After careful consideration, DHS has determined that the grantee's project submitted as part of the grantee's application, and detailed in the project narrative as well as the request details section of the application - including budget information - was consistent with the program's purpose and worthy of award. Therefore, the grantee shall perform the work described in the approved grant application as itemized in the request details section of the application and further described in the grant application's narrative. These sections of the application are made a part of these grant agreement articles by reference. The grantee may not change or make any material deviations from the approved scope of work outlined in the above referenced sections of the application without prior written approval from DHS.

However, in keeping with this year's program guidance, grantees that have grant funds left over after completing the approved scope of work prior to the end of the period of performance have three options for the use of the

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excess funds: 1) they may return the unused funds to the Federal government, 2) they may use a maximum of \$5,000 to expand the activities for which they were awarded, or 3) create or expand an existing fire prevention program. Grantees are encouraged to review the program guidance for more information on this topic.

#### **Article II - Grantee Concurrence**

By requesting and receiving Federal grant funds provided by this grant program, the grantee accepts and agrees to abide by the terms and conditions of the grant as set forth in this document and the documents identified below. By receiving funds under this grant, grantees agree that they will use the funds provided through the Fiscal Year 2008 Assistance to Firefighters Grant Program in accordance with these Articles of Agreement and the program guidelines provided in the Fiscal Year 2008 Assistance to Firefighters Grants program guidance. The grantee agrees that Federal funds under this award will be used to supplement, but not supplant, State or local funds for first responder preparedness. All documents submitted as part of the application are made a part of this agreement by reference.

#### **Article III - Period of Performance**

The period of performance shall be from **23-DEC-08 to 22-DEC-09**.

The grant funds are available to the grantee for obligation only during the period of performance of the grant award. The grantee is not authorized to incur new obligations after the expiration date unless the grantee has requested, and DHS has approved, a new expiration date. The grantee has 90 days after period of performance to incur costs associated with closeout or to pay for obligations incurred during period of performance. Award expenditures are for the purposes detailed in the approved grant application only. The grantee cannot transfer funds or assets purchased with grant funds to other agencies or departments without prior written approval from DHS.

#### **Article IV - Amount Awarded**

The amount of the award is detailed on the Obligating Document for Award attached to these articles. Following are the budgeted estimates for each object classes of this grant (including Federal share plus grantee match):

Personnel	\$0.00
Fringe Benefits	\$0.00
Travel	\$0.00
Equipment	\$0.00
Supplies	\$0.00
Contractual	\$0.00
Construction	\$35,000.00
Other	\$0.00
Indirect Charges	\$0.00
Total	\$35,000.00

#### **Article V - Requests for Advances or Reimbursements**

Grant payments under the Assistance to Firefighters Grant Program are made on an advance or reimbursable basis for immediate cash needs. In order to request funds, the grantee must logon to the Fire Grant System using their user id/password (used to submit the application) the grantee fills out the on-line Request for Advance or Reimbursement. If an authorized user needs access to the application but does not have the user id or password, they may be obtained by calling the help desk at 1-866-274-0960.

#### **Article VI - Budget Changes**

[https://portal.fema.gov/firegrant/jsp/fire\\_admin/awards/spec/view\\_award\\_package.do?agree...](https://portal.fema.gov/firegrant/jsp/fire_admin/awards/spec/view_award_package.do?agree...) 1/5/2009

With prior DHS approval, grantees may make changes in funding levels between the object classes (as detailed in Article IV above), in order to accomplish the grant's scope of work. The grant's scope of work is outlined in the project narrative and in the request details of the grant application. The provisions of this article are not applicable to changes in the budgeted line-items listed in the request details section of the application as the line-items in the request details section (i.e., scope of work) cannot be changed.

#### **Article VII - Financial Reporting**

The Request for Advance or Reimbursement mentioned above will also be used for interim financial reporting purposes. At the end of the performance period, or upon completion of the grantee's program narrative, the grantee must complete, on-line, a final financial report that is required to close out the grant. The Financial Status Report is due within 90 days after the end of the performance period.

#### **Article VIII - Performance Reports**

The grantee must submit a semi-annual and a final performance report to DHS. The final performance report should provide a short narrative on what the grantee accomplished with the grant funds and any benefits derived there from. If a grantee's performance period is extended beyond the initial 12-month period, a periodic performance report is due every six month increment until closeout.

#### **Article IX - DHS Officials**

**Program Officer:** Tom Harrington, Deputy Director of the Grants Program Office, is the Program Officer for this grant program. The Program Officer is responsible for the technical monitoring of the stages of work and technical performance of the activities described in the approved grant application.

**Grants Assistance Officer:** ARLENE RAMSEY is the Assistance Officer for this grant program. The Assistance Officer is the Federal official responsible for negotiating, administering, and executing all grant business matters.

**Grants Management Branch POC:** Walter Pickett is the point of contact for this grant award and shall be contacted for all financial and administrative grant business matters. If you have any questions regarding your grant please call 202-786-9524.

#### **Article X - Other Terms and Conditions**

A. Pre-award costs directly applicable to the awarded grant are allowable if approved in writing by the DHS program office. In order to be reimbursed for items purchased prior to award, grantees must submit a payment request and provide rationale for incurring the costs prior to award. All pre-award expenses should have been disclosed during the award negotiation process. Failure to disclose pre-award expenses during the award negotiation process may affect the costs' eligibility.

B. Quotes obtained prior to submittal of the application - for the purposes of applying for this grant - are not considered to be sufficient to satisfy the requirements for competition as outlined in OMB Circular A-110 below. All bidding activities implemented for competition must be sought and obtained after award, i.e., during the period of performance. Grantees may be jeopardizing their awards if the requirements set forth are not adhered to.

#### **Article XI - General Provisions**

The following are hereby incorporated into this agreement by reference:

The program's annual Program Guidance.

44 CFR, Emergency Management and Assistance

- Part 7 Nondiscrimination in Federally-Assisted Programs
- Part 13 Uniform administrative requirements for grants and cooperative agreements to state and local governments
- Part 17 Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-free Workplace (Grants)
- Part 18 New Restrictions on Lobbying

31 CFR 205.6 Funding Techniques

OMB Circular A-21 Cost Principles for Educational Institutions

OMB Circular A-87 Cost Principles for State/local Governments, Indian tribes

OMB Circular A-122 Cost Principles for Non-Profit Organizations

- OMB Circular A-102 Uniform Administrative Requirements for Grants and Agreements With State and Local Governments Assistance to Firefighters Grant Application and Assurances contained therein.
- OMB Circular A-110 Uniform Administrative Requirements for Grants and Agreements With Institutions of Higher Education, Hospitals, and Other NonProfit Organizations Assistance to Firefighters Grant Application and Assurances contained therein.

#### **Article XII- Audit Requirements**

All grantees must follow the audit requirements of OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations. The main requirement of this OMB Circular is that grantees that expend \$500,000.00 or more in Federal funds (from all Federal sources) must have a single audit performed in accordance with the circular.

As a condition of receiving funding under this grant program, you must agree to maintain grant files and supporting documentation for three years upon the official closeout of your grant. You must also agree to make your grant files, books, and records available for an audit by DHS, the General Accounting Office (GAO), or their duly authorized representatives to assess the accomplishments of the grant program or to ensure compliance with any requirement of the grant program.

#### **Article XIII- Additional Requirements (if applicable)**

##### **Vehicle Awardees:**

Vehicle awardees for FY 2008 will be required to include an advance payment bond as part of the contract with their vehicle manufacturer. An advance payment bond is like an insurance policy that protects you in the event that the manufacturer with whom you contracted to build your vehicle cannot fulfill the contract, i.e., cannot finish building your vehicle for any reason. An advance payment bond is a financial tool used to guarantee that, in the event of manufacturer/contractor default, funds will be available to finish the construction of your vehicle and ensure its proper operation. From the vehicle grantee's point of view, the insolvency of a contractor during the construction of a vehicle will most likely result in delayed completion of the vehicle, additional expenses for a different manufacturer/contractor to finish the work, or even loss of grant funds. For this reason, we now require manufacturers/contractors to provide a bond from an independent bank, insurance company or bonding agency so that the vehicle grantees can recover damages they may sustain if the manufacturer/contractors default during the construction of a vehicle. The amount of the bond should be equal to, or greater than, the sum of any payments, compensation and/or consideration provided prior to the delivery of the vehicle. If no down payment is required in the purchase contract, an advance payment bond is not required.

Regardless of whether a performance bond is obtained, each vehicle purchase contract must include a performance clause. The performance clause stipulates a certain date when the vehicle will be delivered by the vendor. If the vendor does not deliver the vehicle by the date stipulated in the performance clause, penalties are administered to the vendor. These penalties should be of a severity sufficient to provide the vendor with incentive to deliver the vehicle at the earliest possible date but no less than \$100 per day.

**Regional Hosts:**

Grantees that are the hosts of regional projects as provided for in the annual program guidance are accountable for the equipment purchased with grant funds and disbursed to other first-responder organizations under a memorandum of understanding. Responsibility for maintenance of the equipment may be placed in the hands of the recipient if specifically delineated in the memorandum of understanding between the host and the recipient.

**Modification to Facilities Requirements:**

Modification to facility projects (including renovations associated with equipment installations) are subject to all applicable environmental and historic preservation requirements. Applicants seeking assistance to modify their facilities or to install equipment requiring renovations may undergo additional screening. Specifically, DHS is required to ascertain to what degree the proposed modifications and renovations might affect an applicant's facility relative to the National Environmental Policy Act, National Historic Preservation Act of 1966, National Flood Insurance Program regulations, and any other applicable laws and Executive Orders. No project that involves a modification to facility can proceed – except for project planning – prior to formal written approval from DHS. If your award includes a modification to a facility, you are responsible for contacting the Program Office so you can be given direction on how to proceed; your contact in the AFG Program Office is Stephen.pezzetti@dhs.gov. Noncompliance with these provisions may jeopardize an applicant's award and subsequent funding.

**Grants Management Adjustments to Original Application (if applicable):**

This grant award was reduced by \$4,914. The approved amount for the exhaust system is \$35,000 instead of the \$39,914 listed in the initial application. The reduction has already been made in the grant award and application as agreed by John Bova via e-mail on 12-18-08. The total project cost was reduced from \$39,914 to \$35,000. The federal share was reduced from \$37,919 to \$33,250. The applicant's match was reduced from \$1,995 to \$1,750. All other costs after reduction appear reasonable.

**FEDERAL EMERGENCY MANAGEMENT AGENCY  
OBLIGATING DOCUMENT FOR AWARD/AMENDMENT**

1a. AGREEMENT NO. EMW-2008-FO-02153	2. AMENDMENT NO. 0	3. RECIPIENT NO. 95-3639481	4. TYPE OF ACTION AWARD	5. CONTROL NO. W462110N
6. RECIPIENT NAME AND ADDRESS Oceano Community Services District Fire Department 1655 Front St. Oceano California, 93445-9407	7. ISSUING OFFICE AND ADDRESS Grants Management, Operations Directorate 245 Murray Lane - Building 410, SW Washington DC, 20528-7000 POC: Walter Pickett 202-786-9524	8. PAYMENT OFFICE AND ADDRESS FEMA, Financial Services Branch 500 C Street, S.W , Room 723 Washington DC, 20472		
9. NAME OF RECIPIENT PROJECT OFFICER John Bova	PHONE NO. 8054816730	10. NAME OF PROJECT COORDINATOR Tom Harrington	PHONE NO. 1-866-274-0960	
11. EFFECTIVE DATE OF THIS ACTION 23-DEC-08	12. METHOD OF PAYMENT SF-270	13. ASSISTANCE ARRANGEMENT Cost Sharing	14. PERFORMANCE PERIOD From:23-DEC-08 To:22-DEC-09	

Budget Period  
From:01-OCT-08 To:30-SEP-09

15. DESCRIPTION OF ACTION

a. (Indicate funding data for awards or financial changes)

PROGRAM NAME ACRONYM	CFDA NO.	ACCOUNTING DATA (ACCS CODE) XXXX-XXX-XXXXXX-XXXX- XXXX-XXXX-X	PRIOR TOTAL AWARD	AMOUNT AWARDED THIS ACTION + OR (-)	CURRENT TOTAL AWARD	CUMMULATIVE NON- FEDERAL COMMITMENT
AFG	97.044	2009-M8-0001GF-25000000- 4101-D	\$0.00	\$33,250.00	\$33,250.00	\$1,750.00
TOTALS			\$0.00	\$33,250.00	\$33,250.00	\$1,750.00

b. To describe changes other than funding data or financial changes, attach schedule and check here.  
N/A

16a. FOR NON-DISASTER PROGRAMS: RECIPIENT IS REQUIRED TO SIGN AND RETURN THREE (3) COPIES OF THIS DOCUMENT TO FEMA (See Block 7 for address)

Assistance to Firefighters Grant recipients are not required to sign and return copies of this document. However, recipients should print and keep a copy of this document for their records.

16b. FOR DISASTER PROGRAMS: RECIPIENT IS NOT REQUIRED TO SIGN

This assistance is subject to terms and conditions attached to this award notice or by incorporated reference in program legislation cited above.

17. RECIPIENT SIGNATORY OFFICIAL (Name and Title) N/A	DATE N/A
18. FEMA SIGNATORY OFFICIAL (Name and Title) Andrea Gordon	DATE 20-DEC-08

Go Back





# Oceano Community Services District

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

(805) 481-6730

FAX (805) 481-6836

DATE: January 13, 2009  
TO: Fire Committee  
FROM: Kevin D. Walsh, Interim General Manager  
SUBJECT: **CONSIDERATION OF JOINT FIRE DISPATCH STUDY**

## **Background**

In 2008, the District approved a Joint Fire Management, Administrative and Training Services, and Equipment Sharing Agreement with the Cities of Arroyo Grande and Grover Beach. The Cities provide training and administrative services to OCSD through the Fire and Battalion Chief positions. The Fire Oversight Committee administers the Agreement.

OCSD also contracts separately with the City of Grover Beach for Fire dispatch.

At the December 10, 2008 meeting, the Board heard a report from the Fire Oversight Committee and concurred with the direction of the Committee to continue to pursue full consolidation of fire services for the three entities, most likely through a Joint Powers Agency.

The staff of the three agencies have been working to prepare cost estimates and funding recommendations for the consolidated operations. A part of this is obviously consolidated dispatch operations. At their December 12, 2008 meeting, the Fire Oversight Committee recommended that each of the agencies share jointly in funding a study to better determine consolidated operations dispatch costs, and provide an analysis of alternatives for providing dispatch services to consolidated fire operations.

## **Discussion**

Joint dispatch operations could improve service levels and reduce costs by utilizing staff more efficiently. The study will determine necessary staffing levels; identify equipment, facility and organizational issues; and provide an objective analysis of dispatch alternatives. The attached Request for Proposals (RFP) will be sent to qualified firms. Because cost savings can be realized through a larger, more regional dispatch operation, the RFP will also request a breakout of the incremental cost for including other jurisdictions in SLO County in the study.

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Those other jurisdictions will then be invited to participate in the study, based on the cost of including them in it. If some, or all decline to financially participate, then the study will not include those agencies in the analysis.

The estimated cost of the study is \$35,000. This is a low-end estimate, and is only for an analysis of dispatch services for the three agencies – Arroyo Grande, Grover Beach, and OCSD. Other jurisdictions would pay additional amounts to be included if they so desire. Under a formula based of population and service calls, \$4,000 would be paid by OCSD, \$13,500 by Grover Beach, and \$17,500 by Arroyo Grande. The Grover Beach and Arroyo Grande costs are disproportionately higher, because at this time they would like to also include police dispatch in the study. Again, the reasoning is that the larger the dispatch operation, the more cost effective it becomes. Since OCSD does not have that function, we are not paying for that portion of the study. (Nor would we in the future pay for any police dispatch costs.)

A Dispatch Study will be beneficial even under current conditions to determine what cost savings are possible. It is not known how long the study will take – that information will be provided through the RFP process.

**THE RECOMMENDED ACTION BEFORE YOUR BOARD is to:** by Board discussion, public comment, motion, second, and roll call vote, approve the District's participation in the Joint Dispatch Study, and authorize the expenditure of \$4,000 from Professional Services (01-4200-220).

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**CITY OF ARROYO GRANDE  
CITY OF GROVER BEACH  
OCEANO COMMUNITY SERVICES DISTRICT  
JOINT DISPATCH STUDY**

**REQUEST FOR PROPOSALS**

**I. PROPOSAL INTENT**

The agencies are seeking consultant services to prepare a study on providing police and fire joint dispatch services.

**II. BACKGROUND**

The City of Arroyo Grande, City of Grover Beach and Oceano Community Services District (OCSD) are located on the Central Coast of California midway between Los Angeles and San Francisco. The jurisdictions comprise a total of 9.4 square miles and serve a population of approximately 38,000 people.

The Cities of Arroyo Grande and Grover Beach have been operating under a joint fire services agreement since 2004, under which the departments share administration and training. In 2008, the agreement was expanded to share reserves, equipment and to add OCSD. The arrangement is coordinated by a Fire Oversight Committee, which consists of an elected official and manager from each agency and the Fire Chief.

The agencies are now developing plans for full consolidation under the formation of a Joint Powers Authority (JPA). A key determination in that effort is how dispatch services will be provided.

Currently, the cities of Arroyo Grande and Grover Beach each operate independent dispatch centers that serve both Police and Fire. OCSD dispatch for Fire is contracted with the City of Grover Beach. Police services and dispatch in OCSD are provided by the San Luis Obispo County Sheriff's Department.

Call volume data for the three jurisdictions in 2007 include the following:

	<i>Police</i>	<i>Fire</i>	<i>Total</i>
Arroyo Grande	14,979	1,650	16,629
Grover Beach	17,986	1,392	19,378
OCSD		812	812
Total	32,965	3,854	36,819

The goal of a joint operation is to increase service levels, while improving cost efficiency. The primary intent of the study is to determine staffing levels and costs associated with jointly providing dispatch services, as well as the advantages, disadvantages and recommendations regarding all available alternatives for service delivery. It should be assumed that Police dispatch

services for OCSD will continue to be provided by the County of San Luis Obispo. The study should include alternatives that evaluate consolidation of just fire dispatch for the three agencies, as well as the inclusion of Police dispatch for Arroyo Grande and Grover Beach. In addition, the study may include alternatives involving inclusion of other agencies within San Luis Obispo County. A total of \$35,000 has been budgeted for preparation of the study, which is exclusive of costs associated with any additional agencies that may participate.

### **III. SCOPE OF WORK**

Consultant shall perform the following services:

- A. Meet with staff from the agencies to review existing operations, goals and issues.
- B. Compile all necessary data and information.
- C. Identify options for joint dispatch services, including potential provision of service by participating agencies, as well as contracting service with other existing regional agencies.
- D. Determine the staffing levels and costs associated with each alternative.
- E. Identify technical and equipment related issues related to each of the alternatives. The objective is not to provide detailed communications equipment recommendations. Analysis requested is limited to identifying significant communication system deficiencies that will need to be addressed in order to accomplish each of the objectives.
- F. Provide other analysis and determinations recommended by Consultant to be necessary and beneficial for jurisdictions in order to provide the basis for conclusions and decisions.
- G. Determine the advantages and disadvantages of each of the alternatives, including an analysis of residual personnel impacts resulting from consolidation, along with recommendations for preferred alternative(s).
- H. Meet with staff to review draft findings and recommendations and make final changes in response to staff comments.
- I. Present findings and recommendations to the Fire Oversight Committee.
- J. Present findings and recommendations to a joint meeting of elected officials from each of the participating agencies.
- K. If other cities agree to participate, the consultant shall provide an additional alternative and analysis of costs and staffing to provide dispatch services to each of the additional jurisdictions.

#### **IV. PROPOSAL FORMAT AND CONTENT**

Firms desiring to respond shall make their proposals brief and concise, yet with sufficient detail to allow for a thorough evaluation. Each proposal shall include as a minimum the following information in this format:

A. Introduction

Present an introduction to the proposal describing the firm's understanding of the desired work and experience as it relates to this project. List all proposed subconsultants, if any.

B. Qualifications

Include a brief description of the firm's background, experience with similar projects, and resumes of key personnel proposed to work on the project. Provide the same for each subconsultant, if applicable.

C. Work Plan

Provide a description of the work plan proposed to carry out the tasks set forth in Section III - Scope of Work.

D. Costs

Submit a cost proposal, which includes the proposed hours and cost amount for each task and the overall cost proposal to complete the Scope of Work items A through J. Proposals shall include a list of personnel proposed to work on the project, allocations of time for each person and hourly rates for those personnel. Cost proposals are to include all costs. For Scope of Work Item K, applicants shall provide the incremental cost of providing the staffing and cost analysis for an additional option for each other city that agrees to participate in the study.

#### **V. SELECTION PROCESS**

A review committee will make recommendation to the Fire Oversight Committee for award of the contract. An oral interview by the panel may be requested. Proposals will be evaluated and rated based upon the following criteria:

- A. Relative experience and qualifications
- B. Technical merits of the proposal
- C. Ability of proposed approach to meet the needs of the agencies
- D. Cost effectiveness

**VI. SUBMITTAL**

A. Submit a total of 5 copies to:

Steven Adams  
City Manager, City of Arroyo Grande  
P.O. Box 550  
214 E. Branch Street  
Arroyo Grande, CA 93421

B. The proposal must be received at the above address by the closing date and time. Firms mailing or shipping their proposals must allow sufficient delivery time to ensure timely receipt of their proposals by the time specified. Late proposals will not be accepted.

C. **Closing Date: All proposals must be received by Friday, February 13, 2009 at 5:00 p.m.**

E. The City reserves the right to reject any or all proposals for any or no reason.

E. For more information, please contact Steven Adams at 805-473-5404.