



# 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.

May 12, 2009

Oceano  
TUESDAY

### COMMITTEE MEMBERS

President Barbara Mann  
Pamela Dean, Director

### STAFF

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

- 
1. Roll Call
  2. Public Comment
  3. Approval of Minutes
    - a. March 24, 2009 Unavailable
    - b. April 08, 2009 Unavailable
    - c. April 21, 2009 Unavailable
  4. Report of the Fire Operations
    - a. Operations/Review
  5. New Business
    - a. Update by Captain Bova regarding Aeronautical Division, CalTrans
  6. Old Business
    - a. Fire Engine Grant Update \*  
Update by John Bova regarding AFG application (Type 1 Eng)
    - b. Status of RFP for Engine Exhaust Removal System \*  
Update by John Bova regarding Request for Proposals
    - c. Fire Dispatch Study  
Update by IGM regarding status of Fire Dispatch Study
    - d. 2009 Fireworks Program  
Discussion regarding applications and two vacancies

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7. General Manager Items/Discussion \*

a. Other

8. 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

9. Written Communications

Adjournment

\* Oral Presentation/Discussion

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# Oceano Fire Department



## REPORT for April 2009

During the month of April, the department responded to a total of 69 calls. 36 were in Oceano, 15 were in Grover Beach, 8 were in Arroyo Grande, 6 were with Cal Fire and 4 on the beach. Of the 69 calls in Oceano, 23 were EMS related, 4 fire and 9 miscellaneous calls. This put the total as of this report to 287. This time last year are call total was 249. The department averaged 2.3 calls per day.

### Training-

- Joint Training with Arroyo Grande and Grover Beach FD
- Triage/Splinting/Patient Assessments
- Low angle rescue
- Residential Fire Ground Operations
- Swine Flu

The departments had the opportunity to have a residential structure in Arroyo Grande for training. The training allowed the departments to use real fire situations for rescuing victims and extinguishing fires. We also had the opportunity to have Officer Kevin McBride with the AGPD give a presentation on arson investigation and how to preserve the area of origin.

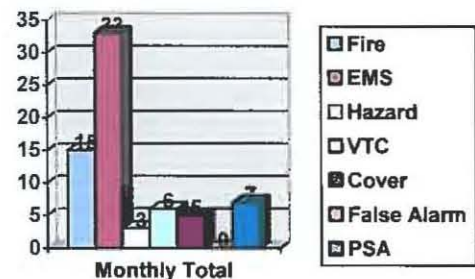
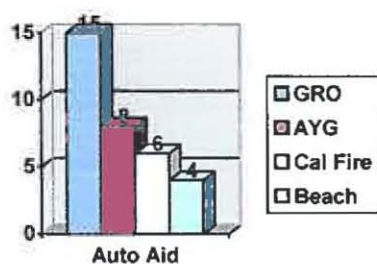
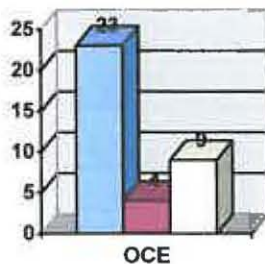
The fire department gave a training class to District employees regarding the National Incident Management System (NIMS), the training covered was IS100, IS200 and IS700.

### Equipment-

- We replaced the batteries in the brush unit (B61), we also had the windshield replaced and the front tires rotated on our first out unit (E61)
- We had the California Highway Patrol here to weight all the apparatus and vehicle inspections.

### Operations-

- The fire department completed the installation of the No Stopping Signs within the District.
- The department was able to have two self contained breathing apparatus(SCBA) and three air cylinders repaired by a qualified repair technician from Arroyo Grande FD.



**Gina Davis**

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**Subject:** FW: Fwd: Wildland Urban Interface Training

> For Fire Committee

>

> ----- Forwarded message -----

> From: John [John@oceanocsd.org](mailto:John@oceanocsd.org)>

>

> Date: Tue, May 5, 2009 at 4:14 PM

> Subject: Wildland Urban Interface Training

> To: Riki Heath [rheath@grover.org](mailto:rheath@grover.org)>

> Cc: Michael Hubert [mhubert@arroyogrande.org](mailto:mhubert@arroyogrande.org)>, Kevin Walsh [kevin@oceanocsd.org](mailto:kevin@oceanocsd.org)>

>

> Chief Heath,

>

>

> I have made contact with Dan Gargas, our area representative

> of the Aeronautical Division for Caltrans. He is the one that will be

> certifying the helicopter landing site at the Valley View

> School for the May 15th

> training . Mr. Gargas will be flying into SLO

> Airport on Friday May 8 for the

> purpose of inspecting the Valley View landing site along with Twin Cities Hospital helipad and the Oceano Airport.

> The SLO county

> Airport manager will be having one of

> his employees drive Mr. Gargas to the Oceano Airport

> for that inspection. Mr. Gargas is asking if we can pick him up from the Oceano Airport

> and give him a ride to the Valley

> View School

> landing site in Arroyo Grande. Then after that inspection give him a ride back

> to SLO airport. We will not be providing transportation for him to the Twin

> Cities inspection. The inspection of the Oceano

> Airport is not related to our training

> on May 15th, It just so happens that it is due and they are trying

> to group these inspections for better efficiency because he is coming from Sacramento.

>

>

> Chief Hubert,

>

>

> I would like to be present at the Oceano Airport

> for that inspection. I will not be on duty that day. I would use The Oceano Fire Dept. Tahoe. This would

probably take less than  
> 2 hours for both the Oceano Airport and Valley View  
> School inspections.  
>  
>  
> Chief Hubert, Chief Heath and Kevin, is this going to be OK?  
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>  
> Thank You,  
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>  
> John Bova  
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> Fire Captain  
> Oceano Fire Department  
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# Oceano Community Services District

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

(805) 481-6730

FAX (805) 481-6836

May 12, 2009

TO: Fire Committee  
FROM: Kevin Walsh, General Manager  
SUBJECT: **Fire Dispatch Study**

## Background

The Board has previously approved participating in the Fire Dispatch Study. At the time of approval, it was hoped that other agencies beside ourselves, Arroyo Grande, and Grover Beach would join in the study so that there could be a greater potential for reduced dispatch costs due to an economy of scale.

## Discussion

Originally, Arroyo Grande was going to manage the contract, including collecting payment from OCSD and Grover Beach. However, when the other cities joined, Arroyo Grande has expressed an interest in reducing their workload by having the consultant bill each agency separately. The consultant has agreed to this.

**THE RECOMMENDED ACTION BEFORE YOUR BOARD is to:** by Board discussion, public comment, motion, second, and roll-call vote, authorize the Board President to execute the contract.

Agenda Item 05 12 2009 6.c.

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Kevin Walsh <kevinocsd@gmail.com>

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## Joint Dispatch Study

1 message

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Matthew Dhillon <mattdhillon@gmail.com>

Wed, May 6, 2009 at 8:12 PM

To: kevin@oceanocsd.org

Kevin Walsh:

Attached are the two memos already provided ... thanks.

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Matt Dhillon  
DHILLON MANAGEMENT SERVICES  
[www.DhillonMS.com](http://www.DhillonMS.com)  
617 Casa Blanca Dr.  
Fullerton, CA 92832  
714.525.2088 office  
714.525.2068 fax  
714.925.3088 cell

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### 2 attachments

 Memo\_re\_AG\_JDS\_v1.pdf  
54K

 Memo\_re\_AG\_JDS\_v2.pdf  
39K



**TO: Joint Dispatch Study Participants**  
**FROM: Matt Dhillon**  
**DATE: May 5, 2009**  
**SUBJECT: Kick-off Meeting for Joint Dispatch Study and Next Steps**

\*\*\*\*\*

This memo was prepared in anticipation of the Joint Dispatch Study kick-off meeting on Wednesday, May 6, 2009, at 2:00 PM. At the meeting, I hope to briefly present or review the following:

- Overview of the project team members' background, experience, etc.
- The scope of work and anticipated tasks.
- Information needed from all participating agencies (data collection memo already received) in order to conduct the study
- Schedule (timeline of the study).
- Confirm primary contacts representing each agency.
- Anticipated outcomes for the study and any issues that will need to be addressed.
- Answer questions.

As part of the information that will be discussed, I thought it would be helpful to present a **model outline of the Final Report**. The following is not final, and I will not promise to adhere to everything below, but represents the direction and expectations that I have today.

- I. INTRODUCTION AND JOINT DISPATCH STUDY OVERVIEW**
  - A. STUDY OBJECTIVES AND PROJECT METHODOLOGY**
  - B. STRUCTURE OF THE REPORT**

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**B. ANALYSIS OF PUBLIC SAFETY COMMUNICATIONS WORKLOADS IN THE PARTICIPATING AGENCIES**

Essentially, taking our analysis presented in II (B) above, we will present on a regional and other multi-agency basis.

**C. THE NUMBER OF LINE DISPATCHERS REQUIRED TO OPERATE REGIONAL AND OTHER OPTIONAL COMMUNICATIONS CENTERS IS PRESENTED**

Based on the analysis presented above, we will timeload workloads on a time of day and day of week basis. That is, we will essentially quantify in terms of "minutes of communications workload" by time of day and day of week and create staffing organization for weekly coverage.

**D. THE NUMBER OF LINE DISPATCHERS REQUIRED TO STAFF AND OPERATE OPTIONAL EMERGENCY COMMUNICATIONS CENTERS IS ANALYZED**

Based on the analysis above as well as the number of dispatchers required on a weekly basis, we will project and estimate the total annual staffing requirements.

**V. ORGANIZATIONAL REQUIREMENTS & COSTS OF A CONSOLIDATED PUBLIC SAFETY COMMUNICATIONS CENTER**

**A. ANALYSIS OF ADMINISTRATIVE AND MANAGEMENT POSITIONS WHICH MAY BE REQUIRED IN THE CONSOLIDATED ORGANIZATION AND PERHAPS DO NOT EXIST IN THE SMALLER INDEPENDENT OPERATIONS**

Based on the size of the recommended organization(s), an organizational model is evaluated and determined.

**B. THE COSTS OF THE CONSOLIDATED COMMUNICATIONS OPERATIONS**

The proposed organizational model is presented with an annual, pro-forma operating budget.

**C. OTHER BENEFITS OF A CONSOLIDATED OPERATION — REGARDLESS OF POTENTIAL COSTS SAVINGS — EXIST AND ARE EVALUATED AND PRESENTED**



**TO: Joint Dispatch Study Participants**  
**FROM: Matt Dhillon**  
**DATE: March 30, 2009**  
**SUBJECT: Data Required to Conduct Joint Dispatch Study**

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The purpose of this memo is to provide all participating agencies of the Joint Dispatch Study a list of the information required to initiate and conduct the analysis. The hope is that every agency can begin today the process of collecting the requested data and begin forwarding to DHILLON MANAGEMENT SERVICES when available and I will also collect data and learn about the organizations during the site visits (not yet scheduled). The preliminary requests are as follows:

**Emergency Communications Workloads**

1. For a recent twelve-month period (FY 2007/2008 would be fine; however CY 2008 would be better), a basic list of community generated calls for service by type of incident (based on descriptors assigned by/within the CAD/MIS system) for both Police and Fire/EMS operations. The intent would be to obtain the following:

Call Priority	Type of Call	Number of Events

This should be limited to those calls which:

- Have a call receipt and dispatch time.
- Are generated by citizen request and, as a result, should exclude officer initiated activity (police).

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 e-mail: [mattdhillon@gmail.com](mailto:mattdhillon@gmail.com) or [matt@dhillonms.com](mailto:matt@dhillonms.com)



## Organization and Staffing

6. Please provide a description of current staffing of the communications unit by employee classification as well as particular assignments (e.g., fire dispatching, law enforcement dispatching, ambulance dispatching, 911 complaint taking vs. 7 digit telephone).
7. Describe current shift schedule for dispatch personnel — including hours worked per shift as well as typical start and end times for shifts.
8. Commensurate with the above, please provide the typical **Scheduled** staffing by shift and day of week for full-time staff, as shown below:

Shift	Monday		Tuesday		Wednesday		(Continued)	
	Supv.	Disp.	Supv.	Disp.	Supv.	Disp.	Supv.	Disp.
Day								
Swing								
Grave								
Other								

9. In addition to the above, document coverage hours provided by **Police Officers, Fire Officers Per Diem dispatchers and Dispatcher Overtime** over a recent twelve month period.
10. Similar to the table shown in Number 8 above, indicate the Department's minimum staffing by hour/shift.
11. Display the net number of working hours / shifts per position consistent with the following:

<b><u>Item</u></b>	<b><u># Hours</u></b>
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Gross hours	2,080 hrs.
Hours per shift	
Equivalent Shifts	

**Time Off:**

Vacation	(per MOU or contract)
Holiday	(per MOU or contract)
Floating Holiday	
Sick Leave (actual)	



## Current Operating Costs and Expenditures

We will want to understand total costs associated with existing operations, as follows:

16. A list of salary ranges and current salaries for all position classifications associated with the Emergency Communications Center. The following chart gives an example.

<u>Position</u>	<u>Low</u>	<u>High</u>
Dispatcher I		
Dispatcher II		
Dispatcher III (Lead)		
Supervisor		
Manager		

17. Current salaries for all positions in the organization.

18. A list of all budget non-regular personnel costs, including:

- Regular dispatcher overtime
- Part-time/Per diem dispatcher
- Officer/firefighter — Off duty
- Officer/firefighter — On duty
- Officer/firefighter — Light duty.

19. A detail of current health and other benefits in the organization, commensurate with the following example.

<b>Time off Policies:</b>	
Vacation	0 - 5 yrs      11 days
	6 - 10 yrs     16 days
	11 +yrs        17 days
	12 +yrs        18 days
	13 +yrs        19 days
	14 +yrs        20 days
	15 +yrs        22 days
Sick Leave	8 hrs/mo Accrue up to 200 days or 1,600 hours



## **Overview of Organizations Served**

21. Number of Police and Fire Field Personnel, as follows:
  - The total number of all authorized and filled sworn positions from rank officer to lieutenant — including the total number from each rank.
  - The total number of all authorized and filled firefighting positions including captains, engineers, firefighters — including the total number from each rank.
22. Number of Police Field Units and Fire Apparatus
  - The total number of police patrol units (including sergeant units).
  - The total number of fire apparatus, including engines, trucks and battalion chief vehicles.

## **Current Population and Anticipated Growth**

From the City Planner, we will want to get estimates/opinions related to growth in each agency through buildout, what the buildout time frame is, and by five year increment until buildout. Ideally, data developed would include the following:

23. Current population and other relevant demographic data in terms of the following:
  - Population
  - Number of dwelling units
  - Average daily visitor population
  - Average daily employment. Include "core" community and the number of units and retail, commercial, and industrial square feet projected for development areas which have already been built. Indicate population per DU utilized by City for planning purposes.
24. Detail of the following at buildout based on current available plans, maps and estimates by staff:
  - Residential Dwelling Units.
  - Population
  - Retail Square Feet.
  - Commercial/Industrial Square Feet
  - Visitor population.
  - Average daily employment.



# Oceano Community Services District

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May 12, 2009

TO: Fire Committee

FROM: Kevin D. Walsh, Interim General Manager

**SUBJECT: 2009 FIREWORKS PROGRAM PERMITTING PROCESS AND FEES**

1. The Board of Directors established their authority, through the adoption of Ordinance 1991-02, to regulate the fees and conditions for the granting of permits for the sale of safe and sane fireworks within the boundaries of the District. Thereafter, through the adoption of Resolution 1997-12, the Board of Directors limited the number of applicants to enhance the profit potential of each organization and therefore increase the return to the Community.

2. At the March 25, 2009, regular Meeting, your Board recognized five organizations that participated in the 2008 fireworks program. Applications were sent to these organizations asking if they would like to participate again this year, to wit: Squad 745 (CHP), Five Cities Aerie No. 4153 F.O.E., Oceano Firefighters Association, Church of God of Prophecy, and Oceano Kiwanis Club. This year, the Oceano Firefighters Association and the Oceano Kiwanis Club opted not to participate.

3. The applications from the Squad 745 (CHP), Five Cities Aerie No. 4153 F.O.E., and the Church of God of Prophecy are attached. All have indicated how the profits from the 2008 fireworks sales were used for the enhancement of the Community, and what they would do with 2009 profits.

4. It has been past practice to limit the number of participants to between four and six. The Board of Directors may elect to set into motion the defined procedure to replace the Firefighters Association and Oceano Kiwanis Club with other participants, or you may decide to limit the number of booths to the remaining three groups. No advertising has been done to notify potential participants that they may be able to obtain applications for consideration for the 2009 program.

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**THE RECOMMENDED ACTION BEFORE YOUR BOARD is to:** by Board discussion, public comment, motion, second, and voice vote, determine if a lottery should be held to fill one or both of the vacancies. If a lottery is to be held, direct staff to announce the vacancies in the local newspaper and other appropriate media, and provide any organization so requesting an application form in which they may indicate:

- a. Their interest in participating in the safe and sane fireworks for 2009,
- b. How they would use any revenues realized in 2009 for the betterment of the Oceano.

Applications must be received by the District no later than May 22, 2009.