



County of Santa⁰⁰¹³ Cruz

GENERAL SERVICES DEPARTMENT

701 OCEAN STREET, SUITE 330, SANTA CRUZ, CA 95060-4073

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ROY HOLMBERG, DIRECTOR

November 16, 1999

AGENDA: December 7, 1999

Board of Supervisors
County of Santa Cruz
701 Ocean Street
Santa Cruz, California 95060

COUNTY FIRE CONTRACT

Members of the Board:

During the FY 1999/2000 budget hearings, your Board adopted budgets for the Pajaro Dunes CSA 4 (Index 304300) and County Fire CSA 48 (Index 304100) which include contracts with the California Department of Forestry and Fire Protection (CDF) in the following amounts:

Pajaro Dunes - CSA 4 (Index 304300)	\$ 413,999
County Fire - CSA 48 (Index 304100)	<u>1,380,825</u>
TOTAL	\$1,794,824

The contract amounts reflect a 4% state employee wage increase and a reduction in the state benefit rates from the 1998/1999 Agreement. Note that in order to improve the level of County Fire vehicle maintenance service provided by CDF, Vehicle - Operations, and Maintenance, funding has been increased by \$10,000 with unplanned overtime decreased by a like amount. All other expenses detailed in the Agreement are identical to the 1998/1999 contract.

As required in the contract, one year prior to the date of expiration of the contract, the County must give CDF written notice of whether the County intends to enter into a new agreement with CDF for fire protection services and, if so, whether the County intends to change the level of fire protection services from that provided under the current agreement. Therefore, it will be necessary to determine by June 20, 2000, whether or not the County will continue contracting with CDF for fire protection services and, if so, at what level during fiscal year 2001/2002.

The customary CDF contract Agreements are augmented locally by a negotiated Operational Agreement outlining specific performance objectives for the contract period. This Operational Agreement is the product of ongoing discussion and development by CDF, Emergency Services, the County Fire Department Advisory Commission (FDAC) and the County Administrative Office with the purpose of clarifying roles and expectations of all concerned, thereby improving the delivery of fire protection services. At their October 1999 meeting, the Fire Advisory Commission reviewed and approved the attached Operational Agreement pending completion of the County Fire Master Plan.

On June 8, 1999, your Board approved an Agreement with Robert Olson Associates for preparation of a Five-Year County Fire Master Plan. The Plan development is in the final stages and will be presented to your board in January with recommendations for action. The Plan will define issues and recommended process that will greatly affect the Operational Agreement with CDF. Upon adoption of the Master Plan, it will be necessary to amend the Operational Agreement through the FDAC prior to returning to your Board for approval.

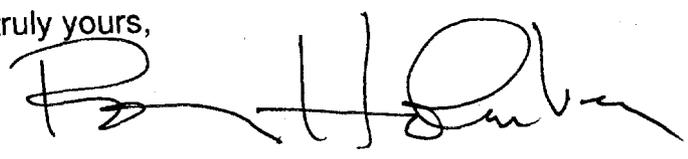
It is therefore RECOMMENDED that your Board take the following actions:

1. Approve the Contract and Operational Agreements with CDF for fire protection services in Fiscal Year 1999/2000 in the amount of \$1,794,824;
2. Authorize the Chairperson of the Board to execute the contract Agreements on behalf of the County;
3. Direct the County Administrative Office and General Services Department to return with an amended Operational Agreement upon adoption of the County Fire Master Plan; and,

County Fire Contract
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- 4. Direct the County Administrative Office and General Services Department to return at the 2000/2001 budget hearings with a recommendation on the appropriate fire protection provider for Fiscal Year 2001/2002.

Very truly yours,



ROY K. HOLMBERG
Director

Attachment(s)

RKH:JP:mmc

RECOMMENDED:



SUSAN A. MAURIELLO
County Administrative Officer

cc: Auditor-Controller
County Administrative Office
General Services
County Fire - CSA 48
Pajaro Dunes - CSA 4
File #089

OPERATIONAL AGREEMENT 0016

This operational agreement is between the California Department of Forestry and Fire Protection (CDF) and the County of Santa Cruz for the period of January 1, 2000 through December 31, 2000. The purpose of this Operational Agreement is to describe in detail the County requirements and expectations for the level of service provided by CDF in the three schedules and Amador portions of the Cooperative Agreement. The contents of the Operational Agreement are consistent with the County of Santa Cruz Fire Department Master Fire Plan as adopted in 1990. A new master plan will be adopted in January 2000. The operational agreement will be amended as necessary to reflect changes in the Master Plan.

The County of Santa Cruz contracts with CDF to provide administrative and operational management of the County Fire Department. By resolution, the CDF Ranger Unit Chief is delegated the authority by the County Board of Supervisors to act as the County Fire Chief/County Fire Marshal. The responsibilities of the County Fire Chief/County Fire Marshal include delivery of fire protection, emergency medical service, fire prevention service and other duties associated with a full service fire department. This program is consistent with statutes and CDF statewide policies of developing cooperative fire protection programs with local government.

The Operational Agreement is organized into nine elements reflective of a full-service fire delivery system. Each element lists specific objectives for fire services in contract year 1999/2000. The elements are:

1. Management
2. Fire Prevention
3. Suppression
4. Emergency Medical Services
5. Communications
6. Facilities
7. Volunteers
8. Training
9. Equipment

ELEMENT #1: MANAGEMENT

Objective 1

The CDF Ranger Unit Chief, in assuming the title and responsibilities of the County Fire Chief/County Fire Marshal, will ensure that the fire service objectives contained in this Operational Agreement are met within allocated resources and funding. The County Fire Chief/County Fire Marshal has the authority to manage all administrative and operational functions of the County Fire Department. CDF acknowledges that the final authority for administrative decisions relative to the County Fire Department and Fire Marshal programs rests with the County Administrative Officer and the County Board of Supervisors. Any decisions related to County Fire-requiring legal counsel will be referred to Santa Cruz County Counsel for legal opinion. Additional responsibilities detailed throughout this Operational Agreement include activities related to ongoing County programs (i.e., employee safety training, County facility inspections, and technical advisement).

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Objective 2

CDF will refer to and follow (within funding and staffing constraints) the implementation schedule adopted for the January 2000 Fire Department Master Plan. Operational plans and agreements will be structured to facilitate Master Plan implementation.

Objective 3

CDF will continue to evaluate any potential functional consolidations and/or cooperative agreements that would provide greater operational efficiency for the County Fire Department. As information regarding this objective becomes available the item will be placed on the agenda of the Fire Department Advisory Commission.

Objective 4

CDF will continue to administer the annual Matching Funds program to supplement donations raised by volunteer companies. The Chief will select a committee to review applications and allocate the funds.

Objective 5

CDF will pursue additional sources of revenue or cost controls that would assist the County Fire budget requirements. As applicable, CDF will investigate and apply for grant funding.

Objective 6

CDF will, as the Fire Chiefs' Association designated Area Fire Coordinator, serve as liaison with local fire agencies in ensuring coordination in all aspects of disaster planning (preparedness, response, recovery, and mitigation). At a minimum, the following activities will occur during the contract year:

- (a) Maintain disaster preparedness communications.
- (b) Develop and maintain mutual aid plan with other agencies in the county.
- (c) CDF will, as Area Fire coordinator, participate in scheduled drills in 2000 focusing on participating fire agency response to non-fire emergencies.

Objective 7

The County Fire Chief will work with the Volunteer Company Officers. The Chief will be responsible for meeting with the Volunteer Company Officers on a monthly basis (or additional meetings as needed), and providing feedback to the Emergency Services Deputy Director and the Fire Department Advisory Commission (FDAC).

Objective 8

CDF will provide semi-annual reports in May and October on achievement of operational agreement objectives, highlighting issues needing further study, work or financing to complete tasks. This report will be forwarded to the Contract Administrator for review.

Objective 9

CDF will provide information and staff support to the County Fire Department Advisory Commission (FDAC) in accordance with direction received from the Board of Supervisors and the schedule adopted by the FDAC. Topics anticipated for FDAC review will be based upon the Fire Department Master Plan revision.

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ELEMENT #2: FIRE PREVENTIONObjective 1

CDF will provide and coordinate all services related to fire prevention activities for County staff and facilities including:

- (a) Conduct annual inspections of County facilities, in coordination with appropriate County Departments (General Services, Parks and Recreation, and Public Works). In conjunction with a County General Services Department facilities representative, an inspection schedule for calendar year 2000 will be established by January 15, 2000, with monthly reports on status of facilities inspected to date and recommended actions forwarded to the General Services Department.
- (b) Provide technical comments with regard to provision of and/or impact of the Uniform Fire code as adopted by the County. CDF will respond to the requesting department in writing within five (5) business days.
- (c) Provide responses to all inquiries made by the County regarding State Fire Marshal regulations. CDF will respond to the requesting department in writing within five (5) business days.
- (d) Enforce applicable codes, regulations and laws that pertain to fire protection activities.

Objective 2

CDF will review all construction plans submitted for areas within County Service Area 4 and 48, for fire safety using the Santa Cruz County Uniform Fire Code and all applicable ordinances and General Plan provisions. CDF shall review and return 80% of all complete plans submitted to the County Planning Department in conformance with review timelines adopted by the County Planning Department, dependent upon normal staffing levels.

Objective 3

County Planning will notify CDF and CDF will participate in all fire protection related pre-construction planning meetings related to plans as described in Objective 2 and any construction plans for County facilities. Such planning activity includes the conduct of appropriate site visits, with the focus on fire protection/safety.

Objective 4

CDF will ensure that occupancies in County Service Areas 4 and 48 that are required to be inspected be inspected annually.

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Objective 5

As the County Fire Chief/Fire Marshal, CDF will serve as the final authority for street numbering and addressing appeals. The General Services Department will conduct such appeal hearings within three weeks of notification to CDF.

Objective 6

CDF prevention staff will continue to provide public education services in conjunction with the County Fire Chief's Association. Services will include school programs, Fire Prevention Week demonstrations, county fair exhibits and other similar opportunities for public outreach.

OPERATIONAL AGREEMENT**ELEMENT #3: SUPPRESSION**Objective 1

CDF will manage CDF/County Fire resources in such a manner that the first engine arrives on scene within ten minutes of receipt of call by the Santa Cruz County Consolidated Emergency Communication Center for 60% of reported fires. Previous agreements have designated response to 80% of reported fires within ten minutes as the Fire Department goal. The revision from 80% to 60% is the result of an analysis of response times over a period of three years (1996-1998, see exhibit 1) and not a reduction in service. CDF will evaluate methods to improve response times through the Master Plan process.

Objective 2

CDF will evaluate response times for the first alarm assignments within each Fire Management Area as identified by the Master Plan to develop realistic response criteria for all initial attack resources to arrive on the scene of reported fires.

Objective 3

CDF will compile, maintain and audit response data to assess compliance with response criteria and to gather information which may be used to explore ways of improving response times.

Objective 4

CDF will maintain pre-fire suppression plans for non-residential occupancies/complexes identified as hazards by CDF.

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ELEMENT #4: EMERGENCY MEDICAL SERVICES (EMS)Objective 1

CDF will manage CDF and/or County Fire resources in such a manner that the first arriving fire unit is on scene within ten minutes of receipt of call by the Santa Cruz County Consolidated Emergency Communication Center for 60% of requests for medical assistance. CDF will compile, maintain and audit response data to assess compliance with response criteria and to gather information which may be used to explore ways of improving response times. The revision from 80% to 60% is the result of an analysis of response times over a period of three years (1996-1998, see exhibit 1) and not a reduction in service. CDF will evaluate methods to improve response times through the Master Plan process.

Objective 2

CDF will continue to maintain up to date defibrillator documentation for all training conducted/provided for both volunteer and career personnel. These records will be available to Health Services Agency staff upon request.

Objective 3

CDF staff will monitor new EMS technologies, procedures, equipment and regional/state planning efforts for possible incorporation into County Fire response protocols. Such monitoring will include operational impact and priority analysis through the Santa Cruz County Fire Company Officer's committee, devising budget recommendations and potential financing strategies for acquisition of equipment and associated training.

Objective 4

CDF will evaluate fire department based paramedic services in conjunction with the County Health Services Agency. The evaluation will include a description of potential fire department EMS service models and a feasibility discussion for each level of service.

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ELEMENT #5: COMMUNICATIONSObjective 1

CDF will maintain a database methodology through their Computer Aided Dispatch (CAD) system that will provide necessary information and management reports appropriate to County statistical requirements.

Objective 2

CDF will continue to update location information within their CAD system that duplicates the SCCECC database as it pertains to county fire agencies, including street names, address range by 'blocks' (i.e. distance between cross streets) and marks/paddle markers. The Santa Cruz County Consolidated Emergency Communication Center will maintain the geo-file.

Objective 3

CDF will continue to work with the Santa Cruz County Consolidated Emergency Communication Center relative to interagency issues and coordinated responses affecting both agencies. CDF will provide to the contract administrator written requests regarding administrative decisions on particular issues.

Objective 4

The CDF Emergency Command Center Chief or designated representative will attend monthly Santa Cruz County Fire Company Officers Committee meetings to provide support and liaison on all telecommunications issues. The Emergency Command Center Chief will be responsible for appropriate follow up with the CDF administration on pertinent items.

Objective 5

As the Santa Cruz County Fire Department, CDF will continue to work with the Santa Cruz County Consolidated Emergency Communication Center to determine the best method to interconnect the dispatch center with CDF's Emergency Command Center. This will include potential interconnectivity of the Santa Cruz County Consolidated Emergency Communication Center Computer Aided Dispatch system (CAD) with CDF's CAD system.

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ELEMENT #6: FACILITIESObjective 1

CDF will provide over-site for the maintenance of County Fire facilities as follows:

- CDF will solicit submittal for repair and maintenance projects from County Fire Volunteer Companies as needed.
- CDF will include funding for repair and maintenance of County Fire facilities as part of the annual budget process.
- CDF will coordinate implementation of repair and maintenance. Coordination will include securing funding approval, processing payment documents, and project over-site.

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ELEMENT #7: VOLUNTEERSObjective 1

CDF will use the County Fire Volunteer Handbook to guide its interaction with County Fire Volunteers. CDF will coordinate maintenance and updates of the Handbook as necessary in accordance with adopted procedures.

Objective 2

The County Fire Chief will meet with a representative of the Volunteer Firefighters Association to discuss and resolve volunteer issues. The Chief will report to the Emergency Services Coordinator and the Fire Department Advisory Commission regarding these meetings as necessary.

OPERATIONAL AGREEMENT**ELEMENT #8: TRAINING**Objective 1

CDF will provide/coordinate training that will provide eighty (80) percent of new volunteers the opportunity to complete the following courses within the first year of volunteer service:

First Aid
CPR
Defibrillator
Hazardous Materials
Basic Fire Academy
Cultural Diversity/Sexual Harassment

Objective 2

CDF will conduct an annual training plan workshop with volunteer and career personnel to develop the training plan for the following fiscal year. A copy of the training plan will be provided to the Fire Department Advisory Commission. The plan will focus on training needs identified by field and training personnel. Courses offered may include (but not be limited to):

Low Angle/High Angle Rescue
Auto Extrication
Hazardous Materials
First Aid/CPR Initial Training and Re-certification
Incident Command System
Driver/Operator
Company Officer
Volunteer Fire-ground Command
Instructional Techniques

Additionally, CDF will coordinate the use of County Fire training funds to support volunteer and career employee attendance at out-service training to include (but not be limited to) the following:

Emergency Medical Technician
Rescue Systems
Applicable courses from the California Fire Service Training and Education System (CFSTES)
National Fire Academy
Hunter Liggett Wildland Fire School
Fire Rescue West annual training convention

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Objective 3

CDF will provide a minimum of six (6) supervised drill sessions per company per year. The subjects of the drill sessions will be determined through the training plan process and will be included in the annual training plan.

Objective 4

CDF will provide and/or participate in annual training on disaster operations and tactical procedures for both volunteers and career personnel. Such training will be in both seminar and disaster drill formats and will involve municipal fire agencies and other first responders.

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ELEMENT #9: EQUIPMENTObjective 1

CDF will comply with County's annual fixed asset inventory program requirements within budget constraints.

Objective 2

CDF will schedule and service all county fire apparatus and equipment to minimize down time and mechanical problems on an annual basis. A regular schedule of apparatus maintenance will be developed and followed in general accordance with CDF Automotive Maintenance Guide requirements.

Objective 3

An annual vehicle maintenance survey will be distributed to the volunteer companies to assess service provided by the automotive program during the preceding year. CDF staff will use these surveys to identify and address areas for improvement as necessary and within funding constraints.

Objective 4

The Forestry Equipment Manager (or representative) will attend the monthly company officer meetings to share information with the volunteer companies about the automotive program and to address issues as they arise.

OPERATIONAL AGREEMENT

This agreement is effective January 1, 2000 through December 31, 2000. All other terms and conditions of the original agreement and any prior amendment remain in full force and effect.

County of Santa Cruz
Emergency Services Coordinator



CDF
Ranger Unit Chief

COUNTY OF SANTA CRUZ
REQUEST FOR APPROVAL OF AGREEMENT

TO: Board of Supervisors
County Administrative Officer
County Counsel
Auditor-Controller

0030
FROM: General Services / COUNTY FIRE (Dept.)
Ronald J. Wilson (Signature) (Date)

The Board of Supervisors is hereby requested to approve the attached agreement and authorize the execution of the same.

- Said agreement is between the SANTA CRUZ COUNTY FIRE/General Services Department (Agency) and California Dept. of Forestry & Fire Protection, 1416 9th St., Sacramento, CA 95814 (Name & Address)
- The agreement will provide fire protection services in the unincorporated area of the County - COUNTY SERVICE AREA 48.
- The agreement is needed, _____
- Period of the agreement is from July 1, 1999 to June 30, 2000
- Anticipated cost is \$1,380,825 (Fixed amount; Monthly rate; Not to exceed)
- Remarks: continuing contract
- Appropriations are budgeted in 304100 (Index#) 3665 (Subject)

NOTE: IF APPROPRIATIONS ARE INSUFFICIENT, ATTACH COMPLETED FORM AUD-74

Appropriations available and ^{have} encumbered. Contract No. 90027A Date 11/19/99
are not _____
GARY A. KNUTSON, Auditor - Controller
By *Ronald J. Wilson* Deputy.

Proposed reviewed and approved. It is recommended that the Board of Supervisors approve the agreement and authorize the Director of General Services _____ to execute the same on behalf of the General Services/County Fire (CSA48) (Agency).
County Administrative Officer

Remarks: _____ (Analyst) By *Bold* Date 11-22-99

Agreement approved as to form. Date _____

Distribution:

- Bd. of Supv. - White
- Auditor-Controller - Blue
- County Counsel -
- Co. Admin. Officer - Canary
- Auditor-Controller - Pink
- Originating Dept. - Goldenrod

9 Orig. Dept. if rejected.

State of California)
County of Santa Cruz) ss
I _____ ex-officio Clerk of the Board of Supervisors of the County of Santa Cruz,
State of California, do hereby certify that the foregoing request for approval of agreement was approved by
said Board of Supervisors as recommended by the County Administrative Officer by an order duly entered
in the minutes of said Board on _____ County Administrative Officer
_____ 19 _____ By _____ Deputy Clerk

COUNTY OF SANTA CRUZ
REQUEST FOR APPROVAL OF AGREEMENT 0031

TO: Board of Supervisors
County Administrative Officer
County Counsel
Auditor-Controller

FROM: General Services / COUNTY FIRE (Dept.)
 (Signature) _____ (Date)

The Board of Supervisors is hereby requested to approve the attached agreement and authorize the execution of the same.

- Said agreement is between the Santa Cruz County Fire/ General Services Department (Agency) and California Dept. of Forestry & Fire Protection, 1416 9th St., Sacramento, CA 95814 (Name & Address)
- The agreement will provide fire protection services in County Service Area 4 - Pajaro Dunes
- The agreement is needed _____
- Period of the agreement is from July 1, 1999 to June 30, 2000
- Anticipated cost is \$ 413,999 (Fixed amount; Monthly rate; Not to exceed)
- Remarks: Continuing Contract
- Appropriations are budgeted in 304300 (Index#) 3665 (Subobject)

NOTE: IF APPROPRIATIONS ARE INSUFFICIENT, ATTACH COMPLETED FORM AUD-74

Appropriations are available and have been reallocated to 90027B Date 11/19/99
are not available and have not been reallocated to 90027B Date 11/19/99
GARY A. KNUTSON, Auditor - Controller
BY Ronald J. Silva - Deputy

Proposal reviewed and approved. It is recommended that the Board of Supervisors approve the agreement and authorize the Director of General Services to execute the same on behalf of the General Service/County Fire (CSA 4) (Agency).

Remarks: _____ (Analyst)
By Bole County Administrative Officer Date 11-23-99

Agreement approved as to form. Date _____

Distribution:
Bd. of Supv. - White
Auditor-Controller - Blue
County Counsel - Green
Co. Admin. Officer - Canary
Auditor-Controller - Pink
Originating Dept. - Goldenrod

*To Orig. Dept. if rejected.

State of California)
County of Santa Cruz) ss
I _____ ex-officio Clerk of the Board of Supervisors of the County of Santa Cruz, State of California, do hereby certify that the foregoing request for approval of agreement was approved by said Board of Supervisors as recommended by the County Administrative Officer by an order duly entered in the minutes of said Board on _____ 19 _____ County Administrative Officer
By _____ Deputy Clerk