

**Coastside Fire Protection Fire District  
&  
California Department of Forestry and Fire Protection**

**"OPERATING PLAN"**



**June 26, 2013**

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# **COASTSIDE FIRE PROTECTION DISTRICT**

## **OPERATING PLAN**

### **Summary of the services and deliverables to be provided to:**

#### **Coastside Fire Protection District by CAL FIRE**

**July 1, 2013 (for LG-1 FY 13/14)**

#### **District Retained Authority**

- CFPD has the authority for establishing policies and ordinances that determines the operational and administrative services levels for the District.
- CFPD retains its local identity (use of the name, signage, ICS designation, website, etc.).
- CFPD owns all facilities, apparatus, supplies, tools, and equipment.
- CFPD establishes and approves the type, range, and level of service provided within the District.
- CFPD establishes the level of funding for operational, administrative, and community services by approval of Schedules "A", Schedule "C" and Exhibit "E" contained in the LG-1.
- CFPD has the authority to approve new or continued participation in operational agreements (i.e. Mutual Aid/or Automatic aid and membership in JPA's or other cooperative agreements).
- CFPD retains authority for life and safety code adoption/revision and serves as final authority on approval, denial, or modification of proposals and plans for development.
- CFPD has the authority to operate a Volunteer Firefighter program.
- CFPD has the responsibility for establishing and controlling District budget and operations.

#### **CAL FIRE General Responsibilities**

- CAL FIRE shall provide services deemed necessary by the District to fulfill its operational and administrative mission through an LG-1.
- CAL FIRE shall manage that service delivery within the budget and applicable policies approved by the Board and within CAL FIRE and State Civil Service policies and directives.
- CAL FIRE shall expend budgeted funds as directed by the District.
- CAL FIRE shall provide executive and day-to-day management of all fire district emergency and non-emergency operations and activities to include administration, operations, training, fire prevention and public education functions.
- CAL FIRE shall represent the District at the San Mateo County Fire Chiefs Association, Fire Net 6, San Mateo County ALS JPA, and other official functions.
- CAL FIRE shall maintain 3-0 advanced life support (ALS) daily staffing for all three (3) engine companies and shall maintain daily 2-0 ALS staffing of one (1) squad. FAE's shall be Emergency Medical Technicians (EMT). Paramedics shall be accredited per San Mateo County EMS, ALS JPA protocols and policies.
- Provide collective bargaining services to include contracts in LG-1.



## **Executive Management**

**Fire Chief / Assistant Chief** – The Executive Management team shall perform the following duties and responsibilities:

1. Supervise the District's operations in compliance with Board instructions, adopted policies and legislative mandates.
2. Represent the District at the San Mateo County Fire Chiefs' Association meetings and other official functions.
3. Serve as liaison with District Legal Counsel, obtaining legal advice as needed.
4. Monitor and report to Board on compliance with the terms of this Agreement.
5. Have final responsibility for all aspects of the CFPD LG-1 contract.
6. Plan, direct, and oversee the management, operations, and activities of the District.
7. Manage all District services and activities including fire suppression, prevention, investigation and emergency medical response.
8. Plan, direct and coordinate the District's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures.
9. Monitor and report to Board on compliance with the terms of this Agreement.
10. Serve as the CAL FIRE point of contact for the Board of Directors.

**Battalion Chiefs (Operations)** – Two (2) Battalion Chiefs shall be assigned 3-day (72 hr.) work shifts. The Battalion Chiefs shall:

1. Provide emergency response availability for the CFPD.
2. Provide administrative assistance and support to the Assistant Chief, participating in administrative tasks, programs, and projects (such as Training, Prevention, Facilities, Automotive, CERT, Rescue, etc.) as assigned.
3. Manage subordinate personnel including training, facility/equipment maintenance, and communications related to programs and services.
4. Monitor and evaluate the efficiency/effectiveness of service delivery methods/procedures and recommend appropriate service/staffing levels.
5. Supervise, schedule, monitor and support engine company business inspections, target hazard inspections, pre-plan development and public education presentations.

**CAL FIRE Funded Battalion Chief** – One (1) CAL FIRE funded Battalion Chief shall be assigned to the coastal area and will be supervised by the Assistant (Division) Chief. This individual will be included in all District operations as enumerated above for Battalion Chiefs (Operations).

**Relief Battalion Chiefs** – District Battalion Chiefs and the CAL FIRE Coastal Battalion Chief shall primarily provide Battalion coverage. However, as necessary, CAL FIRE State funded or San Mateo County Fire Battalion Chiefs may be assigned to provide emergency response coverage in the District. Similarly, District Battalion Chiefs may be assigned to provide emergency response to other parts of San Mateo County or CZU. If no other "on-duty" Battalion Chiefs are available, then District Unplanned Overtime may be used to provide coverage. If the District funded Battalion Chief's absence is for the benefit of the State (emergency response or other), then the accrued overtime will be charged to the State or other CZU Program Cost Account.

**Engine Company Relief** – Qualified CZU employees from other programs may provide engine coverage due to District assigned personnel absences or assignments. Similarly, District assigned personnel may be used in other CZU programs. The impact of this sharing of positions shall be reviewed annually to assure equity amongst CZU cooperative programs.

In cases where no on duty personnel are available to cover District personnel absences, then the Local 2881 MOU provisions for the rotation of unplanned overtime shall be used.

**Volunteer Fire Company** – CAL FIRE recognizes the contribution that the District's Volunteer Firefighters make to the fire service by adding additional resources at a nominal cost. CAL FIRE shall support the District's program to the same standard as other CZU companies and consistent with District policies. Costs for insurance, stipends, and personal protective equipment shall be included in the District budget. The District Volunteer Firefighters are not covered by CAL FIRE'S workers' compensation insurance but shall be managed by CAL FIRE.

### **General Administration – Administrative Services**

**Assistant Chief, Administration** – The CZU Administrative Division Chief shall provide the following:

1. Contract preparation and compliance review.
2. Accounting and invoicing as required by Schedule A and Schedule C.
3. Personnel hiring and management.
4. Coordination of District business with PERS and insurance carriers.
5. Budget preparation and management.
6. Financial oversight.
7. Recommendations to the Board on Fee Schedules changes.
8. Adverse action processing.

**Human Resource Management & Personnel** – CAL FIRE Unit Personnel Office (Personnel Specialist II) shall:

1. Provide all human resources services for fulltime personnel including recruitment, appointment, development, advancement, labor relations, discipline, performance evaluation and workers compensation injury management.

**Administrative Staff** – District administrative staff, consisting of one (1) Administrative Assistant and one (1) Administrative Secretary shall:

1. Assist the CAL FIRE Administrative Division Chief and the District Division Chief with the preparation and administration of the District's budget.
2. Provide clerical support to the Board and staff in preparing agendas for public meetings, public notices, reports, and other Board related matters, including elections.
3. Provide information to the public.
4. Perform other administrative duties as assigned.

### **Facilities, Equipment and Vehicles**

#### **Facilities and Equipment**

1. Routine maintenance of CFPD facilities and equipment will be accomplished by station personnel and will be managed by the Division Chief and Battalion Chiefs.
2. Apparatus shall be maintained per CAL FIRE policies, standards and procedures.
3. CAL FIRE shall be included as an "additional insured" on District Insurance for general liability and automotive policies.
4. A Station and Equipment replacement fund shall be maintained and available for use as directed by the Board.
5. Facilities and fire equipment owned by the District shall be made available for use by CAL FIRE at no charge to the State, when CAL FIRE is providing Board approved emergency services.
6. CAL FIRE may include CAL FIRE identification in addition to existing District identification on facilities grounds.



### Vehicles

1. The CAL FIRE Fleet Manager will oversee the automotive program.
2. Vehicles will be available for the use of CAL FIRE in providing Board approved emergency services at no charge to the State.
3. CAL FIRE shall provide design assistance and concurrence as new vehicles are considered.
4. CAL FIRE may include some CAL FIRE identification in addition to existing District identification on fire apparatus and equipment.
5. CAL FIRE or San Mateo County Fire automotive staff may be used to design or repair District equipment, similarly, District automotive staff may be used to design or repair CAL FIRE or County Fire equipment.

### Fire Prevention/Code Enforcement

The Office of the Fire Marshal shall perform the following duties and responsibilities:

1. Review development and construction activities that affect the District, including plan checks of building construction, fire alarm systems, fire sprinkler and other protection systems.
2. Inspect, or direct inspection of all places where fire hazards may exist including difficult and complicated occupancies; enforce State and local laws, ordinances and regulations pertaining to the prevention and control of fire, the protection of life and property from fire, explosion or panic.
3. Oversee and participate in the management of fire scene cause and origin investigations.
4. Investigate complaints, recommend corrective action where needed and follow up to see that hazards have been eliminated.
5. Assure proposed construction conforms to the adopted Building and Fire Codes applicable within the District.
6. Align the current codes to local, county and/or State standards.
7. Assess appropriate modifications to the codes and present them to the Board for adoption as appropriate.
8. Present requested variances to the Board for its approval.
9. Determine inspection schedule for existing commercial and public occupancies.
10. Assure completion within fifteen (15) working days, following receipt of fees, of at least ninety percent (90%) of all Development Review, New Construction, and Tenant Improvement Plans.
11. Evaluate and propose amendments to District's Automatic Sprinkler and Extinguishing System ordinance to assure compliance with State code.
12. Prepare and present to Board for adoption, current State adopted/proposed Fire Code amendments
13. Perform other duties as assigned by Assistant Chief, Operations.

### Fire Cause and Arson Investigation

**CAL FIRE Assistant Chief – Resource Management and Fire Prevention Division** – CZU CAL FIRE Division Chief shall have oversight of the Fire Cause and Investigation needs of the District. Activities will be performed within District's policies, statewide CAL FIRE policies and standards and coordinated with the State Fire Marshal's Office and San Mateo District Attorney's Office.

### Hazard Reduction and Vegetation Management

**CAL FIRE Assistant Chief – Resource Management and Fire Prevention Division** – This CZU Division Chief shall have oversight of all resource management, hazard fuel reduction, and vegetation management programs within the District. Hazard fuel reduction includes applicable local weed abatement, hazard reduction, fuel break design and maintenance,

**CAL FIRE Forester – Vegetation Management Program (VMP) Coordinator** – The CZU VMP coordinator shall:

1. Work with District staff to identify areas where it would be advantageous to provide fire defense improvements through vegetation modification or removal.
2. Work with District staff or private/public landowners in preparing grant applications for the VMP.
3. Work with CZU staff (Camp Ben Lomond) to provide work-crews to accomplish vegetation management.

**Hazard Reduction and Weed Abatement programs**-CAL FIRE shall administer and conduct appropriate hazard reduction programs within the District as authorized by state law or local District ordinance.

#### **Public Education and Community Relations**

CAL FIRE shall:

1. Coordinate with the CZU Fire Prevention Battalion to schedule activities and garner materials for presentations to schools, community groups and organizations, and community events.
2. Assure that engine companies and other available personnel participate in fire prevention, safety, and education presentations.
3. Maintain updates to CFPD website.
4. Prepare press releases as necessary.

#### **Fire Safe Council**

CFPD and CAL FIRE, and active members and supporters of Fire Safe Councils, recognize the values inherent in establishing cooperative relationships between government and private agencies as well as community groups.

#### **Community Emergency Response Team (CERT)**

The value of community involvement in District activities is well documented. Successful CERT programs allow for broader application of emergency preparedness, dissemination of prevention information and services. CERT also provides a trained group to supplement the efforts of paid staff. CAL FIRE shall support CERT training and programs on the Coastsides.

#### **Training**

CAL FIRE, the San Mateo County Fire Department and the Santa Cruz County Fire Department have an established Training Battalion that provides and facilitates in-service/company drills, and Unit-Wide / Regional / Statewide training programs for career and volunteer staff. The costs for training battalion personnel and materials are shared by the participating agencies.

Clerical support for the Training Battalion is shared by participating agencies. District shall be responsible for 3/8ths of the costs of one (1) Clerical assigned to the Training Battalion.

The District's Training Officer (Fire Captain) will oversee and coordinate the day-to-day training programs within the District. This position will be responsible for assuring that training standards are maintained for personnel (volunteer, administrative, and career fire fighters). This position will be supervised by the Coastsides Assistant Chief who will coordinate activities and participate with other San Mateo County Training Officers.



## CALFIRE ANNUAL DELIVERABLES

CAL FIRE will accomplish the following annual performance deliverables for FY13/14. Please note, however, fiscal and/or operational priorities and impacts may effect performance expectations and timelines. In such cases, Executive Management shall advise the District accordingly:

### EXECUTIVE MANAGEMENT

- Development of preliminary and final budget.
- Administration of annual budget.
- Development of Fire District Annual Report.
- Assure and maintain, facility, equipment and automotive resources suitability and readiness.
- Represent the District at relevant professional and community meetings and events.
- Maintain functionality of District Emergency Operations Center (EOC)
- Prepare monthly response and operational statistics.
- Ensure annual unqualified audit report.
- Participate in the development and operations of local (CFPD) disaster preparedness.
- Manage the number of volunteer firefighter members and training to applicable standards.
- Prepare complete and accurate Board of Director meeting packets.

### OPERATIONS

- Personnel assigned to any District company/shall station shall, within twelve (12) months, initiate and successfully complete the following operational task books as developed by staff: Equipment/Apparatus Operations, Cliff Rescue, Water Rescue and Area Familiarization. Personnel not assigned to the District must have completed the above referenced task books and received orientation training prior to being assigned to work on a District engine/squad company.
- Conduct annual individual and company performance evaluations to include suppression, rescue, emergency medical operations and District familiarization.
- Manage hydrant inspections process to assure that all hydrants are inspected.
- Achieve average engine company Chute Time of one minute fifteen seconds (1:15).
- Achieve code three response times of six minutes fifty-nine seconds (6:59).

### FIRE PREVENTION/PUBLIC EDUCATION

- Engine companies shall complete twenty-four (24) pre-incident plans.
- In conjunction with engine companies and other staff, conduct inspections of approximately one hundred fifty-five (155) occupancies of the following type: A-1 (Assembly uses >50, fixed seating), A2 (Assembly uses >50 – Restaurants), A3 (Assembly uses >50, worship, recreation, and amusement), E1 (Educational), E2 (Educational), H (high hazard occupancies), I1.1, I2, I3, I4 (Institutional Group), R1 (Transient Residential), R2 (Residential >2 dwelling units), R2.2, and R2.2.1 (24 hr. residential care group).
- In conjunction with engine companies and other staff, conduct and inspect fifty percent (50%) of the following types of occupancies: B (offices, professional), F (Factory and Industrial – moderate or light hazard), M, M3 (Mercantile Group), R3 (Residential care less than 24 hours), S1, S3 (Storage group), and U (Miscellaneous group).
- Assure completion within fifteen (15) working days, following receipt of fees, of at least ninety percent (90%) of all Development Review, New Construction, and Tenant Improvement Plans.
- Conduct two hundred (200) defensible space inspections.
- Present at least two (2) fire prevention, safety, preparedness, or other topical matter presentations to District community groups.
- Deliver and/or host two (2) Community Emergency Response Team (CERT) classes.
- Develop and deliver at least one (1) Fire Prevention/Safety presentation at each school.



## **CALFIRE ANNUAL DELIVERABLES**

(Continued)

### **TRAINING**

- Assure all District Volunteer Firefighters meet or exceed the training standards for State Fire Marshal FFI within three (3) years of execution of this Agreement or appointment into the volunteer firefighter program.
- Participate with County OES and other agencies in at least one (1) Disaster Preparedness event.

### **DEFINITIONS**

“ALS” or “Paramedic” means advanced life support services.

“ALS JPA” means Advanced Life Support Joint Powers Authority.

“Board” means the elected Board of Directors for the Coastsides Fire Protection District.

“CAL FIRE” means the California Department of Forestry and Fire Protection.

“CERT” means Community Emergency Response Team.

“CFPD” means Coastsides Fire Protection District.

“CZU” means San Mateo and Santa Cruz unit of CAL FIRE.

“District” means the Coastsides Fire Protection District.

“EMS” means Emergency Medical Services.

“EMT” means Emergency Medical Technician.

“Exhibit E” means summary of services contained in Cooperative Agreement between the District and CAL FIRE (LG-1).

“FAE” means Fire Apparatus Engineer.

“JPA” means Joint Powers Authority.

“LG-1” means the Cooperative Agreement document that describes the financial, administrative and operational relationship between the District and the State.

“MOU” means Memorandum of Understanding.

“Schedule A” means the Personnel Services exhibit attached to the Cooperative Agreement between the District and CAL FIRE (LG-1).

“Schedule C” means the Operations exhibit attached to the Cooperative Agreement between the District and CAL FIRE (LG-1).

“VMP” means Vegetation Management Program.