



Coastside Fire Protection District

2nd Annual Community Report

FOR FISCAL YEAR: JULY 1, 2010 - JUNE 30, 2011



The Coastside Fire Protection District, located in the San Mateo County coastal area of California, serves the City of Half Moon Bay and communities of Miramar, El Granada, Princeton, Moss Beach, and Montara in addition to the surrounding unincorporated areas with a total District size of 50 square miles and a population of 30,000 residents.

Vision

We will be recognized as a progressive fire organization that is respected and valued by the community, its employees, and other agencies, and is acknowledged as a leader within the emergency services community.

Mission

The Mission of the Coastside Fire Protection District is to protect the lives, environment, and property of the community through fire suppression, fire prevention, emergency medical services, rescue services, public education and related services.

Values

- Influencing and communicating ethics by example
- Building long-term relationships founded on trust and respect
- Achieving organizational success through recruitment, accountability, development, and promotion of our employees
- Striving continually to conduct ourselves with competency, compassion and uncompromising integrity

CAL FIRE

Mission: The Department of Forestry and Fire Protection protects the people of California from fires, responds to emergencies, and protects and enhances forest, range, and watershed values while providing social, economic, and environmental benefits to rural and urban citizens.

Inside you'll find:
Letter from the Chief
Message from the Board of Directors
2010-2011 Revenues, Expenses &
Internal Service Funds
and more . . .



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Letter from the Chief

I have been a part of the fire service since January of 1972 and in all these years have never seen as tumultuous a period in either fire departments or the public sector in general. Every day from every media outlet there are stories describing the efforts being undertaken by the State, cities, and special districts towards merely trying to maintain the levels of service that their population expects. The Coastside Fire Protection District is no different. We have our challenges to overcome and I salute the governing Board, our volunteer and career firefighters and support staff, and the community for the way they've each reinforced our mission.

This past year, the Board of Directors embarked on a major revision of the operations portion of the cooperative agreement with *CAL FIRE*. The newly adopted document sets specific objectives and timetables for us to achieve. It outlines every expectation that they have for the levels of fire and medical response, fire prevention and planning, public education, emergency management and preparedness, and facilities and vehicle maintenance. District staff has prepared to meet this commitment and will be reporting quarterly back to the Board on our progress.

The Board has actively engaged on the issue of the District's financial stability. As you'll see further on in this report, we've been very successful in staying well within our revenue and have even taken the opportunity to satisfy and retire some long-term financial obligations. We are making ready to receive three new fire engines to replace our fleet and work towards upgrading two of our aging fire stations.

The Coastside's firefighters have worked hard at assuring that each member has received all of the training and demonstrated the skills necessary to be a reliable part of a team. Extensive effort has been directed towards special rescue skills in response to the high number of "over the cliff" calls that we respond to. We've combined training efforts with the San Mateo County Fire Department in particular, to make certain that, as our closest neighbor, we work flawlessly together whether the incident is large or small. I believe that we've effectively doubled the number of engine companies that can seamlessly respond to emergencies in our coastal communities.

This past year, we were able to use additional staff to inspect and maintain every fire hydrant in the District. We took advantage of the timing on this to update all of our maps and other information regarding the numerous systems on the coast. When that job was completed, we used the same firefighters to embark on our annual fire-clearance check up around structures and I'm glad to see that, in this second year of those inspections, most homeowners have improved the safety preparedness of their homes by removing excess vegetation.

We continue to work towards greater inclusion of the Half Moon Bay Volunteer Fire Department volunteers into the emergency response system. Please note how much it takes (time and effort) to become a volunteer and I tip my helmet to each of them whether they've been serving for many years or just completed their initial training a few months ago.

And finally, I'd like to mention the support we get from this community. We're fortunate here. We've been able to endure when fire agencies around us are making serious choices about decreasing either their number of firefighters or even fire stations and engines. Thank you all, and as Board President Hosfeldt will tell you – you should attend the District's Board meetings or come by one of our fire stations or talk to the engine companies when you see them and tell us what you think of what we do and how we do it.

Thank you,

John Ferreira, Chief
Coastside Fire Protection District and
CAL FIRE - San Mateo & Santa Cruz Unit



Message from the Board of Directors

The Board of Directors and staff of the Coastside Fire Protection District are pleased to present this annual report regarding your public safety services. The purpose of this report is to share information regarding our operations and plans to enable you to better understand the District's mission, finances and future.

The Coastside Fire Protection District is an independent government entity established under Special District statutes of the State of California, and is governed by seven locally elected officials who serve staggered four-year terms. The Board has complete responsibility for the operations and financial management of the District, and establishes the level of service, maintains ownership of all equipment and buildings, and authorizes contracts. In October 2007 the Point Montara Fire Protection District and the Half Moon Bay Fire Protection District merged to form the present Coastside Fire Protection District. In the 2011 election the Board will be reduced to five members.

District revenues are generated from a small percentage of County property taxes (approximately .067%) and by a parcel tax of \$35.00 in the former Half Moon Bay District and \$130.00 in the former Point Montara District. The District has not had a tax increase since 1979. Additional revenue is generated from building permits and inspections. The District ended the 2010/2011 fiscal year within budget and with sizeable fund balances, and approved a balanced budget for fiscal year 2011/2012. The District has achieved satisfactory financial audits each year for the past decade.

Although financially stable, the District faces major financial liabilities from retirement and health care costs for former employees. We believe the costs are manageable, and the Board is actively working to stabilize these liabilities and begin the long but manageable process of paying and eliminating these obligations. An overview of the District's revenues and expenses is provided in this report.

Unlike many government entities, the District has no employees. All services and personnel, including legal and auditing services, and administrative, management and public safety staff, are provided through contracts. This strategy provides maximum flexibility, efficiency and significant cost advantages as well as avoidance of future employee benefits obligations.

The largest contract is with Cal Fire, the State of California Fire Department. This contract provides for management of District responsibilities, and administrative and public safety staff. Cal Fire is one of the largest fire departments in the country and provides similar contract services to other cities, special districts, and counties (including San Mateo) throughout California.

Another critical component of fire service on the coast is the Half Moon Bay Volunteer Fire Department. The volunteers began serving the community in 1879 and continue to supplement District firefighting resources by actively participating in firefighting, rescue and medical service. The volunteers recently added several new members who are receiving extensive training prior to joining active service.

The District will experience changes in the new year. The Board and staff are moving forward with plans to purchase three new fire engines, bringing state-of-the-art equipment to the Coastside. In addition, we are working to modernize and upgrade the stations in El Granada and Moss Beach to ensure we provide appropriate facilities for the staff. Most importantly, the Board is actively working with Cal Fire management to ensure the District provides not only effective and reliable fire and medical services, but works with other local public safety agencies to meet the unique safety requirements of the Coastside, such as water and cliff rescue capabilities.

The members of Coastside Fire Protection District are committed to providing consistent, high quality and cost-effective services to the residents and businesses of the coastside communities. We welcome your feedback regarding our services, and invite you to visit our stations or the District's website at coastsidefire.org to learn more about the services we provide.

Board of Directors
Coastside Fire Protection District



Revenues Fiscal Year 2010/2011 Budget

| | |
|----------------|-------------|
| Property Taxes | \$7,236,000 |
|----------------|-------------|

Special Taxes

| | |
|---|-----------|
| Former Point Montara Fire Protection District Special Tax | 280,000 |
| Former Half Moon Bay Fire Protection District Special Tax | 260,000 |
| Community Facilities Districts Special Taxes | 45,000 |
| Weed Abatement Cost Recovery | 20,000 |
| Total | \$605,000 |

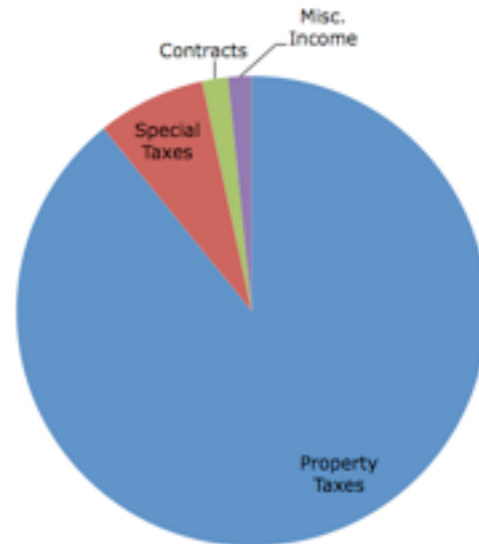
Contracts

| | |
|---|-----------|
| Harbor Village Project Agreement | 54,632 |
| Pillar Point Air Force Base Fire Protection Agreement | 3,668 |
| American Medical Response (AMR) Lease | 30,000 |
| Joint Powers Agreement (JPA) | 56,000 |
| Total | \$144,300 |

Miscellaneous Income

| | |
|-----------------------|-----------|
| Interest | 74,000 |
| Plan Review & Reports | 32,000 |
| Reimbursements | 25,000 |
| Total | \$131,000 |

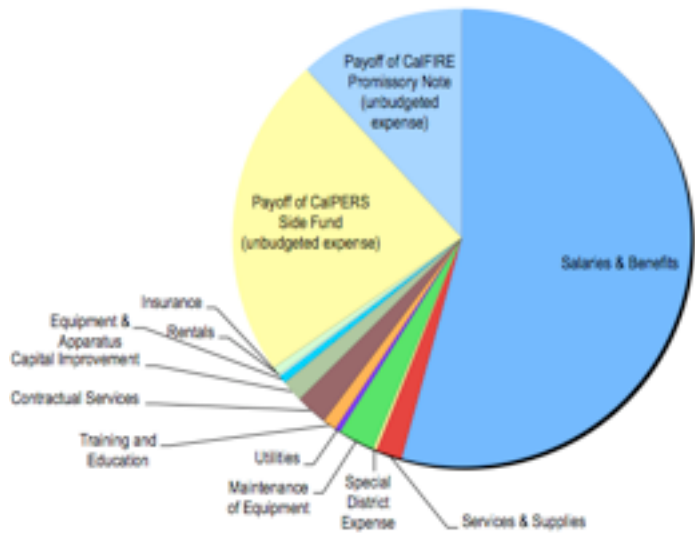
| | |
|----------------|-------------|
| Total Revenues | \$8,116,300 |
|----------------|-------------|



| | |
|----------------------|-------------|
| Property Taxes | \$7,236,000 |
| Special Taxes | \$605,000 |
| Contracts | \$144,300 |
| Miscellaneous Income | \$131,000 |

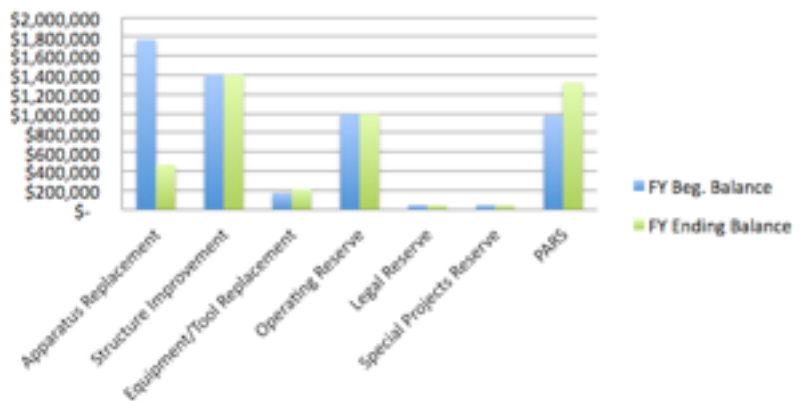
Expenses Fiscal Year 2010/2011 Budget

| | |
|---|---------------------|
| Salaries & Benefits | \$5,826,666 |
| Services & Supplies | 198,700 |
| Special District Expense | 25,600 |
| Maintenance of Equipment (Vehicle/Equipment Repairs & Maintenance) | 279,750 |
| Utilities | 40,000 |
| Training & Education | 103,687 |
| Contractual Services (Legal, Dispatching, Fire Inspector, Auditor, etc.) | 243,000 |
| Capital Improvement | 166,000 |
| Equipment & Apparatus (purchases of new vehicles & equipment not paid out of an Internal Service Fund) | 59,500 |
| Rentals | 15,000 |
| Insurance | 65,000 |
| Payoff of CalPERS Side Fund (unbudgeted expense) (retirement obligation for former employees) | 2,447,635 |
| Payoff of Cal Fire Promissory Note (unbudgeted expense) (agreement for former employees' post retirement health care) | 1,272,829 |
| Total | \$10,743,367 |



Internal Service Funds FY 2010/2011 Budget (\$\$ reserved for future expenditures)

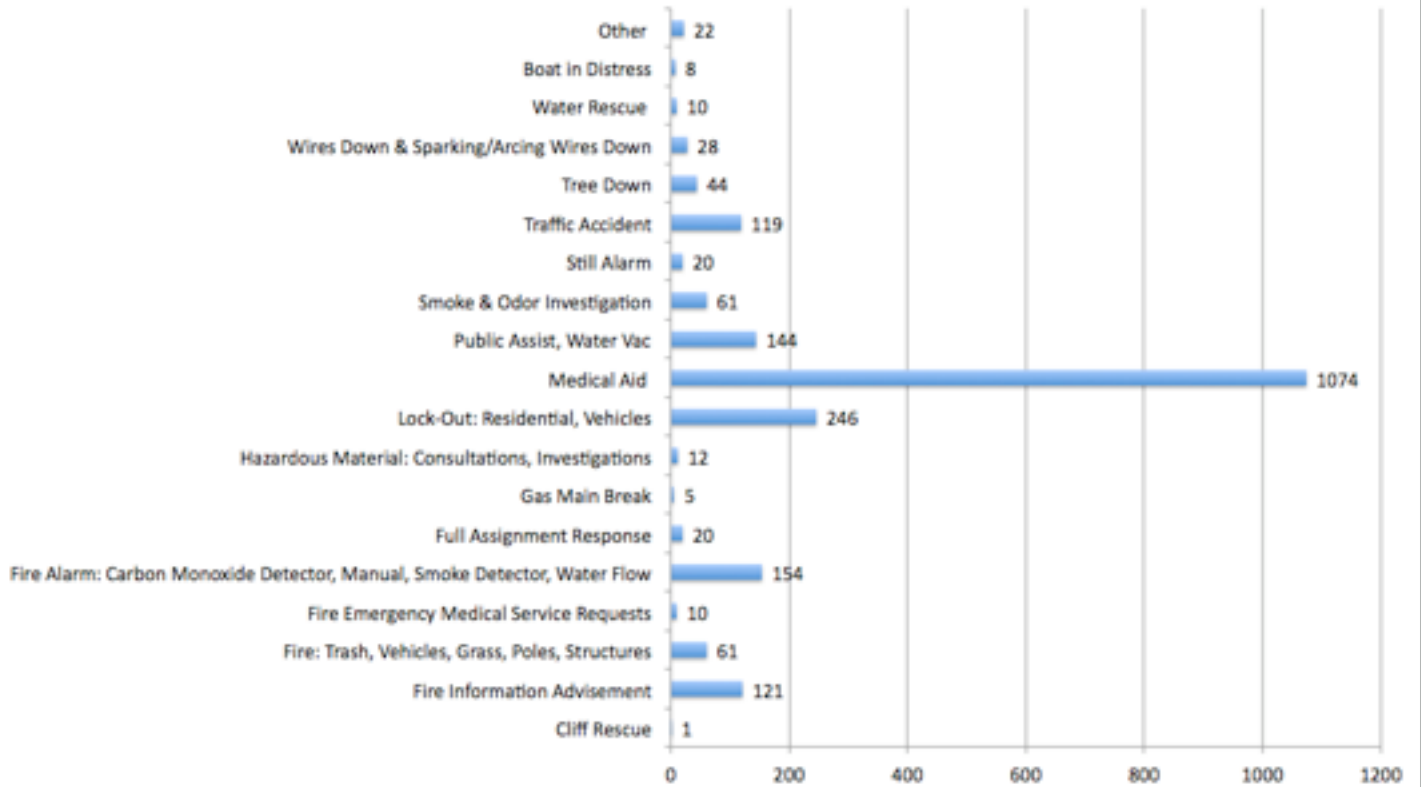
| | FY Beginning Balance | FY Ending Balance |
|---|----------------------|--------------------|
| Apparatus Replacement | \$1,769,733 | \$469,048 |
| Structure Improvement | 1,406,100 | 1,406,100 |
| Equipment/Tool Replacement | 176,119 | 214,382 |
| Operating Reserve | 1,000,000 | 1,000,000 |
| Legal Reserve | 50,000 | 50,000 |
| Special Projects Reserve | 50,000 | 50,000 |
| PARS (Post Retirement Health Benefit Reserve) | 982,899 | 1,326,899 |
| Total | \$5,434,851 | \$4,516,429 |



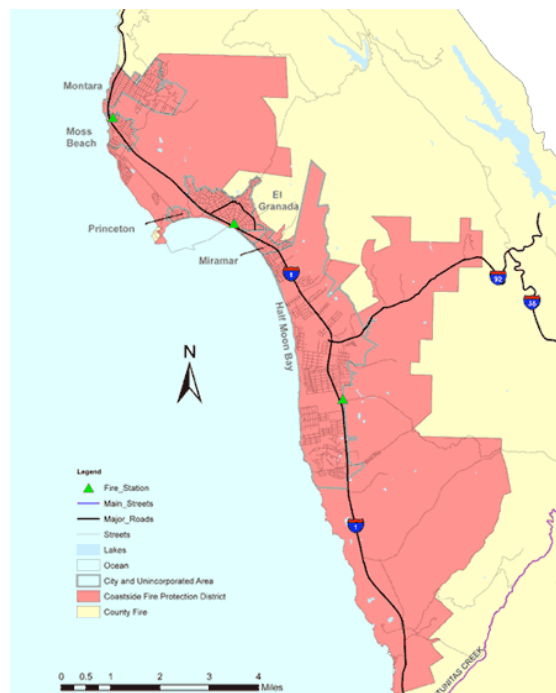
Calls for Service in Fiscal Year 2010/2011

The Coastside Fire Protection District provides the fire protection services for the City of Half Moon Bay and the communities of Montara, Moss Beach, Princeton, El Granada and Miramar in addition to the surrounding unincorporated areas with a total District size of 50 square miles and a population of 30,000 residents. The Coastside Fire Protection District responds to approximately 2,200 calls for service each year. These incidents include emergency service, water rescue, cliff rescue, traffic accidents, odor investigations, fires, hazardous materials and public service assists.

Chart shows the types and amounts of calls the Coastside Fire Protection District received for service.



Map of Coastside Fire Protection District's response area



New Equipment. New Equipment. New Equipment.



The Coastside Fire Protection District is near delivery of three new Fire Engines. These new fire engines bring the community and our firefighters improved safety and reliability, replacing three older fire engines, the oldest being a vintage 1989 Beck pumper. All three fire engines are built to the exact same specifications for ease of maintenance and standardization of equipment and inventory.

The new engines are equipped with 750 gallons of water, a 1,500 gallon per minute pump, and a foam system. The pump is made of brass and all stainless steel plumbing for a long life and its ability to pump seawater in the event of a disaster. The large water tank and foam system allow each engine to initially operate independently of the community water system for a longer period of time before additional resources arrive.

These new engines are American made by Pierce Manufacturing in Appleton, Wisconsin. Pierce Manufacturing has a long history of building quality fire engines dating back to the 1940's and is one of Appleton's largest employers.

The District's Apparatus Committee devoted hundreds of hours detailing every aspect of the engines to meet the demanding needs of the Coastside.

Half Moon Bay Volunteer Fire Department

The Half Moon Bay Volunteer Fire Department began its long history of service in 1879 and remains an integral part of the District after more than 130 years. Volunteers respond to structure and wildland fires, cliff and water rescues, requests for help during storms, vehicle accidents and medical emergencies, and staff additional fire apparatus during large-scale emergencies, when several incidents occur simultaneously, and during large community events such as the Pumpkin Festival.



The Volunteer Antique Engine: A 1946 White engine (engine #3)

Volunteers train at least once a week on many aspects of firefighting, including fire suppression, confined space and high angle rescue, emergency management and communications, hazardous materials training, and numerous other rescue and safety skills. Volunteers also serve as apparatus drivers and operators, and all members receive medical first responder certification. Many volunteers choose to complete Emergency Medical Technicians (EMT) training, and some volunteers have received paramedic certifications in preparation for full-time firefighting careers.

While members can use their experience to prepare for a career in firefighting, others maintain membership as a way of actively supporting Coastside public safety; the current volunteers have served from a few years to well over 30. The volunteers also maintain an active community service program by supporting local organizations such as 4H, Coastside Little League, the Alisa Ann Ruch Burn Foundation, and providing multiple scholarships to Half Moon Bay High School students.

This year the volunteers welcomed 6 new firefighters, and will be seeking additional individuals interested in providing emergency and safety services. Volunteer membership is open to residents of the Coastside Fire Protection District who are at least 18 years of age and are high school graduates or possess a G.E.D. For an application, contact the District office at (650) 726-5213 or visit coastsidefire.org. The Half Moon Bay Volunteer Fire Department is a registered 501(c)(3) tax-exempt organization.

Training Accomplishments

We sent:

- one person to a Swiftwater Rescue Awareness class
- four people to a Supervision II class
- one person to a Safety Officer class
- seven people to an Incident Management II class
- one person to a Field Observer class
- one person to an Advanced Incident Command (I400) class
- one person an Intermediate Incident Command (I300) class
- two people to a Global Positioning System class
- one person to a Supply Unit Leader class
- four people to a Firefighter Safety and Survival class
- one person to a Swiftwater Rescue Technician class
- one person to a Ground Support Unit Leader class
- one person to a Fire Investigation FI210 class
- two people to an Instructor IB class
- one person to an Advanced Auto Extrication class
- one person to a Strike Team Leader/Division Group Supervisor class



We delivered:

- two Rope Rescue classes
- six Cardio Pulmonary Resuscitation classes
- five Emergency Medical Technician Skills refresher classes
- six Defensive Driver classes
- five Equal Employment Opportunity Rights and Responsibilities in the Workplace classes
- three Joint Apprenticeship Certification classes
- one Basic Emergency Vehicle Operations class

We hosted: an Instructor 1A class

Fire Prevention Bureau

| Log of Activities recorded: | Plans Reviewed | Inspections completed | Consultations | Investigations | Permits |
|-----------------------------|----------------|-----------------------|---------------|----------------|---------|
| | 167 | 430 | 16 | 11 | 11 |

Engine Companies

| Log of Inspections recorded: | Business | Smoke Detectors | Fire Hydrants |
|------------------------------|----------|-----------------|---------------|
| | 364 | 131 | 822 |

- Public Education Events:
- First Aid Booth at HMB Art & Pumpkin Festival
 - Station Tours
 - Community Emergency Response Team (CERT)
 - Schools

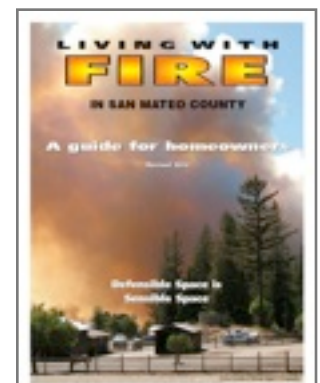
Vegetation Management FireSafe Clearance

The goal of the District's Vegetation Management Program is to reduce the amount of wildland fuels by thinning underbrush and reducing ladder fuels to provide a Defensible Space around structures.

100-Foot Clearance (LE-100) inspections conducted: 478

Weed Abatement Program inspections conducted:

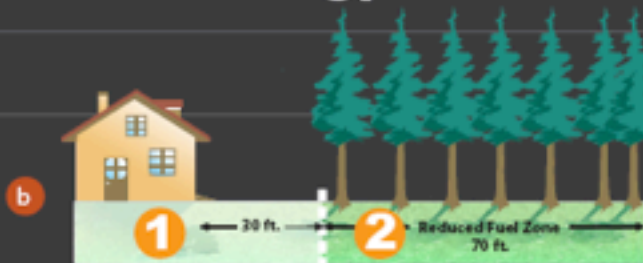
- Total number of lots in the Weed Abatement Program - 828
- Number of lots found not in compliance with District Standards - 151
- Lots mowed by District contractor and re-inspected after mowing - 151
- Total Weed Abatement inspections - 1,130
- Inspections from Citizen Complaints - 25



100' DEFENSIBLE SPACE Make Your Home FIRE SAFE



or



Contact your local CAL FIRE office, fire department,
or Fire Safe Council for tips and assistance.

www.fire.ca.gov

Why 100 Feet?

Following these simple steps can dramatically increase the chance of your home surviving a wildfire!

A Defensible Space of 100 feet around your home is required by law.¹ The goal is to protect your home while providing a safe area for firefighters.

1 "Lean, Clean and Green Zone."

– Clearing an area of 30 feet immediately surrounding your home is critical. This area requires the greatest reduction in flammable vegetation.

2 "Reduced Fuel Zone."

– The fuel reduction zone in the remaining 70 feet (or to property line) will depend on the steepness of your property and the vegetation.

Spacing between plants improves the chance of stopping a wildfire before it destroys your home. You have two options in this area:

- a Create horizontal and vertical spacing between plants. The amount of space will depend on how steep the slope is and the size of the plants.
- b Large trees do not have to be cut and removed as long as all of the plants beneath them are removed. This eliminates a vertical "fire ladder."

When clearing vegetation, use care when operating equipment such as lawnmowers. One small spark may start a fire; a string trimmer is much safer.

Remove all build-up of needles and leaves from your roof and gutters. Keep tree limbs trimmed at least 10 feet from any chimneys and remove dead limbs that hang over your home or garage. The law also requires a screen over your chimney outlet of not more than 1/2 inch mesh.

1. These regulations affect most of the grass, brush, and timber-covered private lands in the State. Some fire department jurisdictions may have additional requirements. Some activities may require permits for tree removal. Also, some activities may require special procedures for, 1) threatened and endangered species, 2) avoiding erosion, and 3) protection of water quality. Check with local officials if in doubt. Current regulations allow an insurance company to require additional clearance. The area to be treated does not extend beyond your property. The State Board of Forestry and Fire Protection has approved Guidelines to assist you in complying with the new law. Contact your local CAL FIRE office for more details.



April 2007

Contact us:

Board of Directors

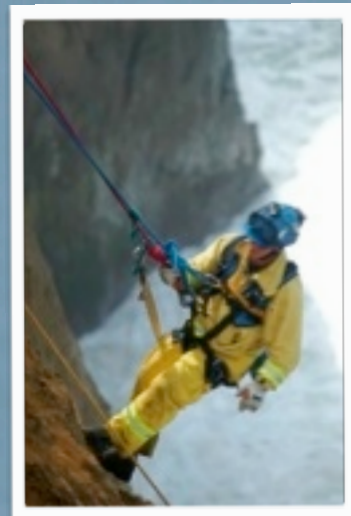
Mike Alifano
Gary Burke
John Draper, Vice President
Gregg Hosfeldt, President
Doug Mackintosh, Secretary
Ginny McShane
Gary Riddell

Management

John Ferreira, Unit Fire Chief
Paul Cole, Assistant Fire Chief
David Cosgrave, Battalion Chief
Ari Delay, Battalion Chief
Clayton Jolley, Battalion Chief

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To Our Coastside Fire District Neighbors