

STAFF REPORT - AGENDA ITEM #6.4
BOARD OF DIRECTORS SPECIAL MEETING
December 14, 2017

TO: Board of Directors, Aptos/La Selva Fire Protection District

FROM: Tracy New, Director of Business Services

SUBJECT: Item 6.4 Motion to approve the transfer of budget funds.

Background:

The District adopts an annual budget each fiscal year. During the budgeting process for the fiscal year ending June 30, 2018, the budget did not include expenditures for two projects that were planned.

Summary:

Division Chief Cullen is requesting an additional \$52,700 to purchase radios and equipment plus \$7,000 for installation and repair including equipment to be installed in new fire apparatus.

The Director of Business Services is requesting \$10,000 to purchase office equipment. The Administration office is in the process of reorganizing work areas to increase efficiency and function of the limited space available.

Recommended Action:

Approve the motion as submitted.

Fiscal Impact:

\$69,700 as requested in the AUD 74 (required by the County of Santa Cruz).

Staff Contact for Further Information:

Tracy New, Director of Business Services
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COUNTY OF SANTA CRUZ
 REQUEST FOR TRANSFER OR REVISION
 OF BUDGET APPROPRIATIONS AND / OR FUNDS

Department: Aptos/La Selva Fire Protection District

Date: December 14, 2017
FUND 76445-101 GENERAL FUND

TO: **Aptos/La Selva Fire Protection District Board of Directors**

I hereby request your approval of the following transfer of budget appropriations and/or funds in the fiscal year ending - June 30, 2017

AUDITORS USE ONLY			
DOCUMENT #	AMOUNT	L/N	T / C Hash
JW		2	43

Batch #	
Date	Keyed By:

		T/C	Index	SubObject	User Code	Amount	Account Description
TRANSFER	To	21	680410	61312		\$ 52,700.00	Radio purchase
			680410	61732		7,000	Radio installation/repair
			680410	61312		10,000	Office furniture
	From	22	680410	98700		\$ 69,700.00	CONTINGENCIES

Explanation:
 Appropriating additional amount for additional radio and office furniture expenditures.

Name X Title _____

Auditor-Controller's Action: I hereby certify that unencumbered balance(s) is/are available in the appropriations/funds and in the amounts indicated above.

Auditor-Controller, by _____ Deputy Date _____

Administrative Officer's Action: () Recommended to Board () Approved () Not Recommended or Approved

Administrative Officer _____ Date _____

State of California }
 ss. As the Clerk of the Board of Supervisors of the County of Santa Cruz, I do hereby certify that the foregoing request for
 County of Santa Cruz transfer 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

_____ 20_____, By _____, Deputy Clerk

(A-C) * Decs: _____ Item _____ - Budget Transfer
 BRD. NAME AGENDA DATE Item No. A-C Review

Distribution: White-Board of Supervisors Green-County Administrative Officer Goldenrod-Departmental Control Copy
 Yellow-Auditor-Controller Pink-Originating Department

APTOS/LA SELVA FIRE PROTECTION DISTRICT 2018 BOARD MEETING SCHEDULE

Thursday	January 11, 2018	7:00 PM
Thursday	February 8, 2018	7:00 PM
Thursday	March 8, 2018	7:00 PM
Thursday	April 12, 2018	7:00 PM
Thursday	May 10, 2018	7:00 PM
Thursday	June 14, 2018	7:00 PM
Thursday	July 12, 2018	7:00 PM
Thursday	August 9, 2018	7:00 PM
Thursday	September 13, 2018	7:00 PM
Thursday	October 11, 2018	7:00 PM
Thursday	November 8, 2018	7:00 PM
Thursday	December 13, 2018	7:00 PM

Aptos/La Selva Fire Protection District

2018 Board Oversight Responsibilities

CATEGORY	2017 ASSIGNMENT	2018 ASSIGNMENT
SCCFAIG, Community & Government Relations	Director Foster	
Operations & Facilities	Director Lucchesi	
Labor Relations	Directors Spisak and Lucchesi	
Strategic Plan, Annual Plan	Director Abendschan	
Finance, Employee Health Insurance, Labor Relations	Director Hurley	

NEW BUSINESS - AGENDA ITEM # 7.3
BOARD OF DIRECTORS MEETING
December 14, 2017

TO: Board of Directors, Aptos/La Selva Fire Protection District

FROM: Ron Prince, Interim Fire Chief

SUBJECT: Fire Chief's Report

Recommended Action:
Receive and file.

Fire Chief Recruitment Process:

Following the Board's approval of the recruitment brochure, The Mercer Group initiated a comprehensive advertisement and distribution campaign for the permanent Fire Chief position. Immediately after the filing deadline (December 11, 2017), Clark Wurzberger (from the firm) began an applicant screening process, which should take approximately 30 days. We are still on schedule to deliver a list of semi-finalists to the Board by January 12, 2018.

Master Plan Implementation Process:

On November 29, 2017, the Citygate firm conducted a staff training session aimed at reviewing methods of implementing key recommendations that came out of the Master Plan effort. From this session, staff plans to develop (along with stakeholders from Local 3535) a list of prioritized implementation strategies for the Board to consider in February. The timing of this review will be important, in light of the fact that there may potentially be budget impacts related to implementing certain strategies. The outcome of the Board's review of staff's recommendations will provide direction in a timely manner as the District's FY 2018-2019 budget is assembled this spring.

LAFCO Mid-County Fire Services Consolidation Feasibility Study:

During the month of November, consultants from ESCI, who are performing the study on behalf of LAFCO, conducted interviews with District staff and Board members. These interviews were to assess the interest, concerns and hopes about future service enhancements that could result from either a full political consolidation of the District with the Central Fire Protection District or some form of functional consolidation of certain programs and services (e.g. Fire Prevention and code enforcement, financial services, payroll, etc.). ESCI plans to take all the input, along with a detailed review of emergency incident data and each District's financial picture, and develop a series of recommendations to deliver to LAFCO by late April 2018.

Cooperative Efforts with Central Fire Protection District:

In addition to the Board's recent approval of conducting a joint recruitment for Fire Inspector positions with Central FPD, staff has begun to research a plan to share incident command duty coverage. Both our Division Chiefs and the Battalion Chiefs from Central FPD are developing an implementation strategy that would include Central's 24-hour shift Battalion Chiefs to provide duty coverage for both Districts, with Aptos Division Chiefs providing back-up coverage and

incident command assistance at all significant emergency incidents. Part of the plan would involve a 90-day implementation and review process, after which time a more formal agreement and services-sharing discussion would be brought back to each of the respective District Boards for consideration. Even though duty coverage of each other's District occurs on an as-needed basis currently, the strategy being researched would create a more organized and structured duty coverage scheme. If the planning process goes well, we foresee being able to start the duty coverage 90-day review period at some point in January 2018.

Staff Contact for Further Information:

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(831) 685-6690

NEW BUSINESS - AGENDA ITEM # 7.4
BOARD OF DIRECTORS MEETING
December 14, 2017

TO: Board of Directors, Aptos/La Selva Fire Protection District

FROM: Todd Skrabak, Division Chief of Training

SUBJECT: Monthly Training Report

Health and Safety:

Industrial related cancer is on the rise among firefighters. Studies have shown that firefighters are up to three times more likely to develop certain types of cancers than the general population. During fire suppression and overhaul activities firefighters are exposed to products of combustion that contain many toxic chemicals. An example of some of the common chemicals are arsenic, benzene, formaldehyde and dioxin. All of these are listed by the International Agency for Research on Cancer (IARC) as group 1 agents known to cause cancer. Diesel exhaust also makes the list. Since firefighting activities are conducted in uncontrolled hazardous environments, it is difficult to impossible to eliminate all exposures.

Captain Hershey and myself, along with members from other Santa Cruz County fire agencies, attended a two-day Firefighter Health and Wellness Symposium in Pasadena. Industry experts from cancer treatment, mental health providers and manufactures of PPE presented the latest research on preventing illness in our occupation. In the coming months, we will be implementing some simple changes in our operations that have been proven to reduce exposures and cross-contamination of personnel, apparatus and the stations. We will be looking into better ways to decontaminate our equipment and PPE to prevent long-term repeated exposures to carcinogens. We will also be working with other Santa Cruz County agencies to share information and develop best practices for contamination reduction on the fire ground.

Mandated Training – Confined Space and Hazardous Materials Refresher Training:

The California Code of Regulations Title 8 requires our agency to conduct yearly refresher training on Hazardous Materials and Confined Space. Captain Buchner and Firefighter Andrews are the Subject Matter Experts for our agency in both topics. This year they developed refresher training and a drill that combined both disciplines. They reached out to Public Works and conducted the drill at a two-story below grade waste water pumping facility on Beach Drive. The drill simulated the rescue of an unconscious person from an environment with a high concentration of Hydrogen Sulfide. Emphasis was placed on using the information gained from our 5 gas monitors, that were purchased on a county-wide grant, to develop a plan of action. Captain Buchner and Firefighter Andrews have done an excellent job developing the skills of our crews, enabling us to enhance our response to these types of incidents.

Probationary Training:

All four of the probationary employees are progressing as expected. Two are in the last phase of their training, where the focus is pumping and operating our support apparatus.

Staff Contact for Further Information:

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(831) 685-6690

STAFF REPORT – AGENDA ITEM 7.6
BOARD OF DIRECTORS MEETING
December 14, 2017

TO: Board of Directors, Aptos/La Selva Fire Protection District

FROM: Trevor Dirksen, Division Chief/Fire Marshal

SUBJECT: Division Chief of Prevention Report

Summary:

This item is submitted to provide an update on the progress of the Fire Prevention Bureau for the calendar year through December 1st, 2017.

LE-100 Fuel Reduction: The District's LE-100 program covers an estimated 3,200 properties in high risk areas of the State Responsibility Areas (SRA). We have historically operated on a 4-year cycle, with an average of 800 properties inspected per year, primarily focused on areas east of the freeway. The Bureau is recommending an expansion of the LE100 program to cover additional homes in the Local Response Areas (LRA) and to accelerate the inspection cycle from every 4 years to inspecting these properties every 2 years. The goal is to reduce wildland fire exposure through proactive mitigation efforts with an increased inspection frequency. Public Education and inspection services for private property owners in the Wildland Urban Interface areas are critical to mitigating fire spread and encouraging fuel reduction within our community. The intent is to notify the Board of this proposal and agendaize this issue for the January 11th Board of Directors meeting.

Hydrant Infill: Trout Gulch Mutual Water Company has secured financing for their water main and tank upgrade project. The schedule is to install a new 6" main in the areas of Ross, Robidaiux, Hayward and Skyward Roads over the coming months, and install new hydrants in strategic locations identified by our agency. The project will commit District fiscal resources to the hydrant infill, as identified in the FY 2017/2018 approved budget. Central Water Co. is also planning a water main upgrade along Valencia Road with potential for two hydrant installations.

Santa Cruz County Fire Safe Council: The SCCFSC continues to develop its mission and strategy moving forward. We are working with the Santa Clara County Fire Safe Council to adopt Public Education and fuel mitigation opportunities that will benefit the community as a whole. Future projects will focus on grant utilization and fire agency collaboration to fund fuel reduction and mitigation projects throughout the county.

Staff Contact for Further Information:

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STAFF REPORT - AGENDA ITEM # 7.7
BOARD OF DIRECTORS MEETING
December 14, 2017

TO: Board of Directors, Aptos/La Selva Fire Protection District

FROM: Tracy New, Director of Business Services

SUBJECT: **Item 7.7 Director of Business Services Report**

This staff report is submitted as communication on current projects.

Recommended Action:
Receive and file.

Summary:

At the November 9, 2017, Board of Directors meeting, members of the public requested additional information about our how our pension liabilities are determined.

CalPERS (California Public Employees' Retirement System)

CalPERS is the administrator for the largest pension fund in the country. The District's retirement contract with CalPERS is a defined benefit plan; employees are promised specific benefits upon retirement. The pension plan promises employees that they will receive an annual retirement income determined in accordance with an agreed-upon formula (e.g., predetermined percentage of annual earnings x number of years of service, 3% @ 55, 2.7% @ 57, 3% @ 60, and 2% @ 62).

Example:

Upon eligibility, a Classic safety member of the CalPERS retirement system, 55 years of age or older with 30 years of service credit will receive an annual retirement benefit amount equal to 90% of their highest average 12 month compensation rate.

The pension plan is funded by contributions (employee and employer) and investment returns. CalPERS does not have the ability to alter benefits, or to increase member contributions. When the investment returns are lower than expected, it creates a liability for the District. There are other factors that contribute to the District's unfunded liability including CalPERS investment policies and valuation of the plan's assets which ultimately determine the amount the District must contribute each year.

CalPERS funding policies are dynamic with a core principle of responsible (social and economic) investing to ensure payment of promised retirement benefits to their members. In November 2017, the board adopted the following investment policy which includes appendices outlining their core mission, plans to achieve their goals, and the rules by which they will govern investment of the pension fund-

<https://www.calpers.ca.gov/docs/total-fund-investment-policy.pdf>

CalPERS recognizes the need to address deficiencies while at the same time attempting to soften the impact the policy changes will have on each agency's ability to meet their pension obligations. In December 2016, the CalPERS board voted to change their valuation methodology including lowering the discount rate from 7.5% to 7.0% over the next three years. The District will see an approximate 25% increase in their minimum required contribution by fiscal year 2020/21. In December 2017, the CalPERS board will consider recommendations from the investment and finance committees including changing valuation methodology and lowering the discount rate below 7%. If more conservative policies are adopted, the District could see their pension costs rise even further.

For more information on CalPERS board meetings, investment strategies, and upcoming policy recommendations, visit the CalPERS website www.mycalpers.ca.gov.

Staff Contact for Further Information:

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