

THE BOARD OF SUPERVISORS OF THE COUNTY OF STANISLAUS  
BOARD ACTION SUMMARY

DEPT: Office Of Emergency Services

BOARD AGENDA #: \*B-2

AGENDA DATE: May 17, 2016

**SUBJECT:**

Approval to Adopt the Fiscal Year 2016-2017 Stanislaus County Fire Authority Business Plan

**BOARD ACTION AS FOLLOWS:**

No. 2016-247

On motion of Supervisor Chiesa, Seconded by Supervisor Withrow  
and approved by the following vote,

Ayes: Supervisors: O'Brien, Chiesa, Withrow, DeMartini, and Chairman Monteith

Noes: Supervisors: None

Excused or Absent: Supervisors: None

Abstaining: Supervisor: None

1)  Approved as recommended


2)  Denied

3)  Approved as amended

4)  Other:

MOTION:

ATTEST:

  
ELIZABETH A. KING, Clerk of the Board of Supervisors

File No.

**THE BOARD OF SUPERVISORS OF THE COUNTY OF STANISLAUS  
AGENDA ITEM**

DEPT: Office Of Emergency Services

BOARD AGENDA #: \*B-2

Urgent

Routine

D.S.

AGENDA DATE: May 17, 2016

CEO CONCURRENCE: 

4/5 Vote Required: Yes  No

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**SUBJECT:**

Approval to Adopt the Fiscal Year 2016-2017 Stanislaus County Fire Authority Business Plan

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**STAFF RECOMMENDATIONS:**

1. Adopt the 2016-2017 Stanislaus County Fire Authority Business Plan.
2. Authorize the County Fire Warden to implement the 2016-2017 Stanislaus County Fire Authority Business Plan.

**DISCUSSION:**

On October 11, 2005, the Board of Supervisors approved a Joint Powers Agreement to establish the Stanislaus County Fire Authority (Fire Authority). The Fire Authority was formed to establish a cooperative relationship among the fire agencies, and to make recommendations to the Board of Supervisors on the expenditure of the Less Than County-wide Tax (LTCW).

Annually, the Fire Authority identifies service priorities, performance expectations and funding allocations for those services identified as critical to the fire agencies in Stanislaus County. On February 5, 2016, an engagement letter was sent out to all members of the Fire Authority requesting input for the 2016-2017 Business Plan and the proposed use of one-time funding (fund balance) to support several critical services requested by the fire agencies within the LTCW area. The feedback received by the Fire Warden supported the five priority services of: finance/administration, fire prevention, investigations, technology and communications, and training as well as one-time funding for the mobile data computer administration, FireRMS/CAD interface, Active 911, Target Solutions training, Regional California Incident Command Certification System (CICCS) certification, and fire investigations training and equipment.

On March 3, 2016 the Fire Authority approved the 2016-2017 Business Plan recommending a budget of \$1,408,148 to provide on-going support of the five priority services of finance and administration, fire prevention, investigations, training, technology and communications, as well as fund one-time critical services of: mobile data computer administration, the FireRMS/CAD interface, Active 911, Target Solutions training, Regional CICCS certification, and fire investigations training and equipment.

Approval to Adopt the Fiscal Year 2016-2017 Stanislaus County Fire Authority Business Plan

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**POLICY ISSUE:**

The Board of Supervisors is asked to authorize the County Fire Warden to carry out the Fire Authority recommendations by implementing the 2016-2017 Business Plan.

**FISCAL IMPACT:**

The total cost of implementing the 2016-2017 Fire Authority Business Plan is \$1,408,148. The Chief Executive Office – County Fire Service Fund 2016-2017 Proposed Budget includes appropriations to implement the Business Plan which is funded by the Less than County-wide Fire Tax, Fire Prevention fees, and a one-time draw of up to \$67,359 from departmental fund balance

<b>Cost of recommended action:</b>		\$ 1,408,148
<b>Source(s) of Funding:</b>		
Less than County-Wide Tax	1,155,289	
Fees	185,500	
Fire Service Fund - Fund Balance	67,359	
<b>Funding Total:</b>		<u>\$ 1,408,148</u>
<b>Net Cost to County General Fund</b>		<u><u>\$ -</u></u>

**Fiscal Year:**

2016-2017
<b>No</b>

**Budget Adjustment/Appropriations needed:**

**Fund Balance as of 4/30/2016**

Fire Service Fund 1,459,824

**BOARD OF SUPERVISORS' PRIORITY:**

Approval of the recommended actions support the Board's priorities of A Safe Community, Effective Partnerships, and Efficient Delivery of Public Services through the provision of the highest quality fire, life safety and all-risk support services through collaborative community and agency partnerships.

**STAFFING IMPACT:**

Existing Fire Warden Staff will administer the implementation of the Fire Authority Business Plan for Fiscal Year 2016-2017

**CONTACT PERSON:**

Dale Skiles, Fire Warden 552-3600

**ATTACHMENT(S):**

2016-2017 Stanislaus County Fire Authority Business Plan



# Stanislaus County Fire Authority

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## Business Plan 2016-2017

The Stanislaus County Fire Authority (Fire Authority) is a Joint Powers Agreement established in November 2005 by the fire agencies in Stanislaus County to make recommendations to the Board of Supervisors on the expenditure of the Less-Than-Countywide Fire Tax, and to establish a cooperative relationship among the parties to the agreement for the provision of services.

### **OVERVIEW:**

Issues of mutual concern to the fire agencies of Stanislaus County were identified and the Fire Authority, through a work-group process, came together for the following purposes:

- Facilitate cooperation among the Fire Agencies and the County related to the allocation and use of the Less-Than-Countywide Fire Tax.
- Provide a forum for discussion and study of countywide issues of mutual interest.
- Identify, inventory, and comprehensively plan for solutions to countywide issues requiring multi-jurisdictional cooperation.
- Facilitate cooperation among the Fire Agencies and the County for specific purposes, interrelated actions, and for the adoption of common policies with respect to issues and problems which are common to the parties.
- Develop countywide plans and policies for growth and development.

The following agencies are signatory to the Joint Powers Agreement:

Burbank Paradise Fire District  
Denair Fire Protection District  
Keyes Fire District  
Mountain View Fire Protection District  
City of Oakdale  
City of Patterson  
Stanislaus Consolidated Fire District  
City of Turlock  
Westport Fire District  
West Stanislaus Fire District

City of Ceres  
Hughson Fire District  
City of Modesto  
City of Newman  
Oakdale Fire Protection District  
Salida Fire District  
Stanislaus County Fire Warden  
Turlock Rural Fire District  
Woodland Avenue Fire District  
Cal Fire – Santa Clara Unit

The Stanislaus County Fire Authority Board is comprised of a representative from each fire agency listed above. Each individual agency adopted a resolution to approve the Joint Powers Agreement in order to participate, entitling each agency representative to one vote. As outlined in the Joint Powers Agreement, the Stanislaus County Fire Warden's Office is the administering agency. The Fire Authority may designate any representative of a member agency to serve as Chairman, Vice-Chairman and Secretary.

A quorum of at least one half of the member agencies is required for the Fire Authority to take action. A two-thirds majority of those members present are required to approve all fiscal matters, including the use of the Less-Than-Countywide Fire Tax, but not including expenditures of less than \$500.

### **FIRE AUTHORITY GOALS:**

The following goals were adopted and reaffirmed by the Fire Authority membership:

- Ensure an open environment that provides respectful and professional responsiveness to our community and agency partners.
- Adopt integrated, collaborative, and multi-disciplinary planning to ensure that our community and agency partners are served in an equitable, efficient and effective manner.
- Provide the highest quality of fire, life safety and all risk support services through collaborative community and agency partnerships in the areas of fire prevention, fire investigation, fire communications, finance/administration, and training within available funding.
- Improve the stability and sustainability of revenue sources to support and enhance the fire, life safety and all risk services on a countywide basis.

### **STRATEGIC PLAN:**

The strategy of the Stanislaus County Fire Authority is to represent the interests of all member agencies by focusing on organizational goals of both the Fire Authority and individual agencies. The following strategies were reaffirmed by the membership:

- Expand and foster mutually beneficial relationships with internal and external fire agencies
- Enhance relationships between fire districts, cities, County agencies, and identified stakeholders
- Achieve a unified voice and strengthen the fire service to meet future challenges
- Be the spokesperson/organization for fire and emergency services countywide
- Provide strategic direction, leadership, and influence to coordinate professional standards
- Initiate and support efforts that assist in funding the fire service

- Improve financial stability of the existing programs and services
- Explore financial opportunities

**ACTION PLAN:**

The action plans are defined in an effort to meet the adopted strategies stated above. The following pages outline specific planned service levels based on the priorities and anticipated funding for Fiscal Year 2016 – 2017.

It is the intent and purpose of the Fire Authority to achieve the most efficient and effective use of the Less-Than-Countywide Fire Tax revenues, and to seek partnerships to advance the ability to provide fire and emergency services in Stanislaus County.

The Fire Authority strives to provide services commensurate with funding levels. As funding levels change, adjustments are made based on available funding and negotiated with the service providers to ensure program stability.

While preparing the annual Business Plan, the Fire Authority engages with the member agencies to identify service priorities, performance expectations and funding allocations for those services identified as critical to the fire agencies in Stanislaus County. Based on available funding, the group then targets achievable, sustainable service levels to support those priorities.

The Fire Authority will continue to hold quarterly meetings for updates on services provided as well as regular sub-committee meetings to address issues specific to each as needed.

## **FINANCE & ADMINISTRATIVE SUPPORT SERVICES**

In Fiscal Year 2016-2017, the Finance and Administrative Support Service continues to be administered through the Stanislaus County Fire Warden's Office. This service manages the Less-Than-Countywide Fire Tax budget; coordinates the meetings, agendas, required filings; distributes reports from service providers to all participating agencies; addresses issues affecting the fire districts; and seeks opportunities to provide regional solutions to common challenges. The Finance and Administrative team also provides support to the Fire and Rescue Operational Area Coordinator, providing assistance to individual agencies as well as the mutual aid system as a whole. The maintenance for specific equipment utilized regionally, such as the mobile air unit and the fire mobile command post, and the cost of administering the property taxes are also included.

The program priorities are to:

- Administer the budget within County guidelines and report to the Fire Authority
- Provide administrative support to the Fire Authority with agendas, board reports, minutes, conflict of interest statements, and information updates on Fire Warden website
- Administer mobile data computer (MDC) and Fire Records Management System (RMS) programs including billing participating agencies and processing of all related maintenance contracts and invoices
- Assist fire agencies with financial, human resources, legal and administrative issues as requested
- Continue to seek opportunities to fund regional equipment/needs
- Communicate with Fire Authority members regarding regional plans and programs
- Communicate with county CEO staff and Board of Supervisors regarding the goals, priorities, needs and expectations of the Fire Authority
- Provide support to the Fire and Rescue Operational Area Coordinator
- Administer special projects to support the fire service in Stanislaus County
- Coordinate meetings to address mutual concerns and issues
- Coordinate regional purchases
- Seek options to take advantage of regional grants that will support and enhance the fire service within Stanislaus County.

## **FIRE TECHNOLOGY & COMMUNICATIONS SERVICES**

Fire Technology & Communications Services will continue to assist fire agencies throughout Stanislaus County in Fiscal Year 2016-2017 by supporting and enhancing the many systems that provide critical communications capabilities through the Stanislaus County Fire Warden's Office. The service will continue to focus on programs that are identified by the fire agencies within Stanislaus County. As a result of increased demands to support infrastructure, radio, MDC, CAD, and specific agency requests, personnel will be seeking opportunities to collaborate and achieve further efficiencies. During the 2016-2017 Fiscal Year, the following services will continue to be provided:

- Represent fire agencies on SR911 technical issues
- Lead the Countywide Communications Advisory Committee (CAC)
- Serve as the SR911 fire service liaison for CAD
- Represent the fire service in Geographic Information Systems (GIS) map development for Stanislaus County.
- Represent Stanislaus County fire agencies in statewide communications groups including; NAPCO, CALSIEC, and Statewide COMT, COML and Capital Bay Planning Area
- Represent Stanislaus County at FirstNet to ensure all County users' needs are addressed
- Represent and support the fire agencies as lead of the regional mobile data computer (MDC) project
- Continue to work towards establishing radio interoperability within Stanislaus County
- Assist fire agencies with grant writing for their communications needs
- Annually provide updated radio frequency loads for specific mobiles and portables
- Monitor technology trends and recommend system improvements
- Provide recommendations for standardized radio equipment
- Recommend IT systems countywide
- Provide administration and technical support for the regional records management system (RMS)
- Coordinate dispatch center to dispatch center training and communications
- Manage and support NetMotion and RMS servers for regional systems
- Support and Administer the regional mass-notification system, designed to be utilized for internal and external messaging



## **FIRE INVESTIGATION SERVICES**

In Fiscal Year 2016-2017, the Regional Fire Investigation Unit (FIU) will continue to provide countywide fire investigation services. Under the leadership of the District Attorney's Office, this regional program is a partnership with fire, law enforcement and the District Attorney's office. The Fire Authority recommends continuing financial support of the regional FIU as a contributing partner along with funding from the District Attorney's office and the City of Modesto.

The following services will be provided:

- Determine origin and cause of fires in compliance with NFPA 921 guidelines.
- Provide documentation and assistance to law enforcement agencies for follow up of criminal fire investigations
- Provide documentation and assistance to District Attorney's office regarding criminal fire investigations
- Provide documentation and assistance to private fire investigators and insurance industry representatives regarding civil fire investigations
- Establish and deliver an effective training program for chief and company officers throughout the County to conduct preliminary fire investigations and initial origin and cause determinations following NFPA 921 guidelines
- Establish effective lines of communications with partner agencies to promote information sharing
- Provide training for fire investigation staff to increase their skills and proficiency in the field of fire investigation
- Provide a quarterly report to the Fire Authority that outlines the number of fires investigated, case status, dollar loss, and number of arrests by jurisdiction
- Facilitate regular meetings for all county fire agencies to discuss issues and concerns related to fire investigations

## **FIRE PREVENTION SERVICES**

In Fiscal Year 2016-2017, Fire Prevention Services will continue to support fire agencies within Stanislaus County through the County Fire Warden's Office. The Fire Prevention Bureau (FPB) continues to support the implementation of the One-Stop-Shop concept to enhance customer service and support. FPB staff will continue to streamline the permitting process by collaborating and partnering with the County Building Department, to eliminate duplicate entry and reduce costs while increasing revenue and overall customer service.

This funding will allow the following objectives to be addressed:

- Continued collaboration and communication between the FPB and fire districts regarding impacts of new development projects
- Participate in the environmental review committee
- Deliver plan reviews
- Provide services in support of the One-Stop-Shop priority
- Continue the implementation of the Accela program to increase efficiency and customer service
- Maintain a state mandated inspection program
- Assist in target hazard and business inspection programs
- Continuously evaluate local fire and life safety codes and ordinances as they apply to current and proposed projects
- Active involvement in the code hearing process to ensure that Stanislaus County fire agencies may have input in the next code adoption cycle
- Continue cooperative vegetation/ force clean program with the fire districts
- Continue the training program to increase knowledge and proficiency of Fire Prevention Specialists
- Enhance partnerships with business, community groups and county departments
- Analyze fire prevention fees for cost recovery data
- Maintain the countywide rural water supply recommendation except for SRA
- Facilitate regular meetings for all county fire agencies to discuss issues and concerns related to fire prevention

## **TRAINING PROGRAM**

A three-year Regional Training Program was approved in Fiscal Year 2014-2015 to support the fire agencies within Stanislaus County. This provides access to programs, meetings and class extensions offered through the Regional Fire Training Center (RFTC). Modesto Junior College (MJC) has prioritized the fire service program and continues to offer new opportunities. Listed below are goals outlined by MJC.

### **Regional Fire Training Center 3 Year Center Vision and Targets**

#### **Training and Education Targets by the MJC Regional Fire Training Center**

1. GOAL 1:
  - a. Maintain the delivery of MJC Fire Academies
  - b. Offer courses in support of the Fire Science Certificate and A.S. Degree
  - c. Offer courses to support the Emergency Medical Services
2. GOAL 2:
  - a. Offer an active schedule of California State Fire Marshal approved classes
  - b. Enhance Distance Education Capabilities (i.e. online and hybrid courses)
  - c. Expand Fee Based classes offered by the RFTC and Community Education
3. GOAL 3:
  - a. Expand Safety Training Venue for Community & Local Industries (i.e. Manufacturing OSHA Training, OES – CICC/S/NIMS/SEMS, etc.)
4. GOAL 4:
  - a. Organize a Fire Science Safety Conference
5. GOAL 5:
  - a. Improve Priority Registration for Employees of JPA Fire Authority Members seeking to complete their Associate Degree
6. GOAL 6:
  - a. Update Lecture Rooms with Smart Classroom Technology
  - b. Repair Simulator to Working Conditions

Stanislaus County Fire Authority  
Budget Narrative  
Fiscal Year 2016-2017

The Fiscal Year 2016-2017 operational budget is balanced utilizing \$1,155,289 in Less-than-County-wide (LTCW) fire tax revenue, \$170,500 in Prevention Fees and \$15,000 of intergovernmental revenue. It is anticipated that operational expenses will decrease approximately 2% for the 2016-2017 fiscal year. This savings is primarily due to a restructuring of staffing and process improvements as we a move to a more on-line process, maximizing efficiencies in IT and partnering to achieve the priorities set forth by the Fire Authority. This savings will be utilized to fund a portion of the services requested in response to the engagement letter detailed below.

On February 5, 2016 an engagement letter was sent out to all members of the Fire Authority. This letter requested input on the 2016-2017 Business Plan programs as well as prioritizing the use of one-time funding (fund balance) to support several critical services requested by fire agencies within the LTCW area. These services are listed below:

1. Annual MDC administration billing
2. Annual FireRMS and CAD interface billing
3. Active 911 subscription
4. Target Solutions training
5. Regional Training for CICCIS Certification
6. Regional Grant Writer
7. Regional Purchasing Administration

The feedback received requested support of the current programs as well as the first five programs listed above. In accordance with the LTCW guidelines, these services may be funded for the LTCW jurisdictions. Included in the Budget Proposal below are the costs for these programs as they pertain to the active fire fighters within the LTCW jurisdiction.

In addition to the programs outlined above, the Fire Warden received a request for one-time funding of training and equipment for the Regional FIU. The Fire Authority is recommending funding of \$38,670 or 50% of the FIU request. This funding level is and in accordance with the Regional FIU MOU Section C (1) which states that approximately one-half of the fire investigations in Stanislaus County occur in the LTCW jurisdictions.

<b>Fiscal Year 2016- 2017</b>						
<b>Budget Proposal - Less than County-wide Fire Tax</b>						
	<b>2015- 2016</b>		<b>2016- 2017</b>	<b>LTCW</b>	<b>Fees</b>	<b>One-Time Fund Balance</b>
<i>Less than Countywide</i>	1,110,855		1,155,289	1,155,289		
<i>Fire Prevention Bureau Fees</i>	160,000		170,500		170,500	-
<i>Intergovernmental</i>	15,400		15,000		15,000	-
<b>Total Revenue</b>	<u>1,286,255</u>	4%	<u>1,340,789</u>	<u>1,155,289</u>	<u>185,500</u>	<u>-</u>
<b>Finance &amp; Administration</b>	150,000	- 10%	134,863	119,863	15,000	-
- Mobile Data Computer Prg <sup>1</sup>	-		7,500	7,500		
- FireRMS Prg <sup>1</sup>	-		12,500	12,500		
- Active 911 <sup>1</sup>	-		13,350	13,350		
- Target Solutions <sup>1</sup>	-		33,804	5,115		28,689
- Reg Training CIGCS Certification <sup>1</sup>	-		10,000	10,000		
<b>Fire Prevention Bureau</b>	560,000	5%	588,461	417,961	170,500	-
Accela FPB program	40,000		-			
<b>Technology &amp; Communication</b>	161,000	0%	161,000	161,000		
<b>Fire Investigations</b>	350,000	0%	350,000	350,000		
- FIU Training & Equipment <sup>1</sup>	-		38,670			38,670
<b>Fire Training</b>	53,000	9%	58,000	58,000		
<b>Total Expenditures</b>	<u>1,314,000</u>	7%	<u>1,408,148</u>	<u>1,155,289</u>	<u>185,500</u>	<u>67,359</u>
<b>Fund Balance</b>	<u>27,745</u>		<u>67,359</u>			<u>67,359</u>
<b>Net</b>	<u>-</u>		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
1 Recommended one-time funded services						