

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

DEPT: Office Of Emergency Services

BOARD AGENDA #: *B-8

AGENDA DATE: April 4, 2017

SUBJECT:

Approval to Adopt the Fiscal Year 2017-2018 Stanislaus County Fire Authority Business Plan

BOARD ACTION AS FOLLOWS:

No. 2017-160

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

Ayes: Supervisors: Olsen, Withrow, Monteith, DeMartini, and Chairman Chiesa

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
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
Urgent Routine

BOARD AGENDA #: *B-8

AGENDA DATE: April 4, 2017

D.S.

CEO CONCURRENCE: *pkx*

4/5 Vote Required: Yes No

SUBJECT:

Approval to Adopt the Fiscal Year 2017-2018 Stanislaus County Fire Authority Business Plan

STAFF RECOMMENDATIONS:

1. Adopt the 2017-2018 Stanislaus County Fire Authority Business Plan.
2. Authorize the County Fire Warden to implement the 2017-2018 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 Regional 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 Fire 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 10, 2017, an engagement letter was sent to all members of the Fire Authority requesting input for the 2017-2018 Business Plan. The feedback received by the Fire Warden supported the five priority services of: finance/administration, fire prevention, fire investigations, technology/communications, and training, along with funding for supplemental programs, including mobile data computer administration, FireRMS/CAD interface support, Active911, Target Solutions, Regional California Incident Command Certification System (CICCS) certification training, and one-time fire investigations training and equipment.

On March 2, 2017, the Fire Authority Representatives approved the 2017-2018 Business Plan, recommending a budget of \$1,505,048. The budget includes \$1,352,546 to support the five priority services, \$109,700 to fund the supplemental programs, and a one-time fire investigations training and equipment request of \$42,802. The 2017-2018 Business Plan is fully funded by a combination of \$1,319,548 in Less than County-Wide Fire Tax and \$185,500 in fees.

Approval to Adopt the Fiscal Year 2017-2018 Stanislaus County Fire Authority Business Plan

POLICY ISSUE:

Recommendations on the Less Than County-Wide Fire Tax are provided by the Stanislaus County Fire Authority as part of the annual Business Plan. Board of Supervisors' approval of the 2017-2018 Business Plan and authorization for the County Fire Warden to carry out the Fire Authority recommendations through the implementation of the 2017-2018 Business Plan are required.

FISCAL IMPACT:

The total cost of implementing the 2017-2018 Fire Authority Business Plan is \$1,505,048. Upon approval by this Board, appropriations to implement the Business Plan will be included in the Chief Executive Office – County Fire Service Fund 2017-2018 Proposed Budget, funded by the Less than County-Wide Fire Tax and fees.

Cost of recommended action: \$ 1,505,048

Source(s) of Funding:

Less than County-Wide Fire Tax \$ 1,319,548
Fees \$ 185,500

Funding Total: \$ 1,505,048

Net Cost to County General Fund \$ -

Fiscal Year:

2017-2018
No

Budget Adjustment/Appropriations needed:

Fund Balance as of 2/28/2017 \$ 1,895,121

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 2017-2018

CONTACT PERSON:

Dale Skiles, Fire Warden 552-3600

ATTACHMENT(S):

2017-2018 Stanislaus County Fire Authority Business Plan



Stanislaus County Fire Authority

Business Plan 2017-2018

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 2017-2018.

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 2017-2018, 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 trailer and the fire mobile command unit, as well as the cost of administering the property taxes are also included.

The program priorities are to:

- Administer the budget within County guidelines
- 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 the 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 2017-2018 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. There continues to be an increased demand to support infrastructure, radio, MDC, CAD, and specific agency requests. It remains a goal to seek new opportunities to collaborate and achieve further efficiencies. During the 2017-2018 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 2017-2018, 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 will continue 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 2017-2018, 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 County's 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 County's 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

The RFA remains committed to funding training programs for the LTCW fire agencies. It was decided in the development of the 2016-2017 Business Plan to expand the opportunities to include certification and qualification training in accordance with the California Incident Command Certification System (CICCS) as well as continuing to support the Fire Science, Emergency Medical Services, and Associates Degree programs through Modesto Junior College.

The contract with the Regional Fire Training Center between MJC, City of Modesto and Stanislaus County will sunset on June 30, 2017. If there remains interest from the Fire Authority to support a contract renewal, provisions to fund the County's portion will be made from LTCW.

This funding will allow the following objectives to be addressed:

- Support courses in Fire Science, Emergency Medical Services and the Associates Degree Program through MJC
- Provide for the use of the Regional Fire Training Center facility
- Provide Regional California Incident Command Certification System (CICCS) training
- Assist fire agencies with Target Solution program setup and administration
- Support regional Target Solution online training

Stanislaus County Fire Authority
Budget Narrative
Fiscal Year 2017-2018

The Fiscal Year 2017-2018 Business Plan Budget is balanced utilizing \$1,319,548 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 increase approximately 7% for the 2017-2018 fiscal year. This is primarily due to the expansion of the training program for the LTCW fire agencies, which will assist in fire personnel becoming certified and qualified to meet and or exceed mandated standards.

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 of \$42,802 or 50% of the FIU request. This funding level is 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.

Fiscal Year 2017-2018					
Budget Proposal - Less than County-wide Fire Tax					
	2016-2017		2017-2018	LTCW	Fees
<i>Less than Countywide</i>	1,155,289		1,319,548	1,319,548	
<i>Fire Prevention Bureau Fees</i>	170,500		170,500		170,500
<i>Intergovernmental</i>	15,000		15,000		15,000
Total Revenue	1,340,789	12%	1,505,048	1,319,548	185,500
Finance & Administration	202,017		261,418	246,418	15,000
-Mobile Data Computer Prg ³	7,500		8,000		
-FireRMS Prg ³	12,500		13,350		
-Active 911 ³	13,350		13,350		
-Target Solutions ³	33,804		35,000		
Fire Prevention Bureau	588,461		594,818	424,318	170,500
Technology & Communication	161,000		161,775	161,775	
Fire Investigations	388,670		392,802	392,802	
-FIU Training & Equipment ^{1,3}	38,670		42,802		
Fire Training	68,000		94,235	94,235	
CICCS Certification ³	10,000		40,000		
-Reg Training Center ^{2,3}	58,000		54,235		
Total Expenditures	1,408,148	7%	1,505,048	1,319,548	185,500
Fund Balance	67,359				
Net	-		-	-	-
1 One-time funded services 2 RFTC Contract pending approval 3 Costs rolled up into Program Category					