

Fire Protection Sustainability Staff Work Group

January 25, 2022

10-11 am

Zoom link: <https://yolocounty.zoom.us/j/85794127391?from=addon>

Work Group Purpose:

Develop a work plan for fire protection sustainability in unincorporated Yolo County.

Meeting Objectives:

Discuss FPD Improvement Plans; discuss proposed agenda for Ad Hoc Committee meeting on January 13, 2022.

Invited Participants:

- Elisa Sabatini, County Administrator's Office
- Tom Haynes, Yolo County Interim CFO
- Kurt Johnson, Yolo OES
- Curtis Lawrence, Esparto FPD
- Marcus Klinkhammer, Willow Oak FPD
- Dave Stiles, West Plainfield FPD
- Wyatt Cline, Capay Valley FPD

Agenda:

- 10:00 am** **Welcome and Introductions**
- 10:05 am** **Standing Business and Updates**
 - Grant funding:
 - Assistance to Firefighter Grants
 - Fire Safe Yolo funding
 - FEMA SAFER grant
 - RFP for Benefit Assessments Update
 - LAFCo MSR Update
 - Cannabis Tax Revenue Funding
- 10:15 am** **FPD Improvement Plans (*draft template attached*)**
- 10:40 am** **January 31, 2022 Ad Hoc Committee meeting agenda**
- 10:55 am** **Next Steps and Action Items**

FIRE PROTECTION DISTRICT STRATEGIC IMPROVEMENT PLAN

Mission Statement:

The mission of the XX Protection District is to preserve and protect the quality of life for all who live, work, visit, and invest in our jurisdiction by the efficient delivery of emergency services, which include fire prevention, protection, suppression, and emergency medical aid.

District Snapshot

XX Fire Protection District service area covers 172 square miles in the northwestern portion of Yolo County with an approximate population of 1,250 people. The District falls under the “control” of the Yolo County Board of Supervisors which means, under state law, the Board can delegate any or all of its power to a Board of Fire Commissioners. The District also operates at three fire stations (X, XX, XXX).

Fiscal Year 2021-22

Coverage Area		
Population Served		
Structures Present		
Staffing¹	Volunteer	Career
FTEs		
Annual Hours Worked (2020)		
Metric ??	FF per person? FF per acre/sq. mi?	

Annual Revenues	\$
Prop. Taxes	\$
Fees/Assessments	\$
Donations	\$
Grants	\$
Charges for service	\$

Annual Operating Budget	\$
Staffing	\$
Capital Improvements	\$
Asset Replacement	\$
Reserves	\$

Service Calls²	2018	2019	2020

¹ See Staffing Schematic, pg. X

² See Service Call Summary, pg X

FIRE PROTECTION DISTRICT STRATEGIC IMPROVEMENT PLAN

Goals

Goal	Description	Outcome
Goal 1. Facilities	Upgrade existing facilities to ensure ease of use, address security concerns, and meet compliance standards with applicable building codes	Facilities meet community and staffing needs, comply with all regulatory provisions, and are secure.
Goal 2. Equipment	Purchase new equipment as necessary to comply with NFPA equipment standards and maintain competency with evolving technologies	Meet community needs and comply with NFPA standards. Surplus or place i equipment in reserve, as needed.
Goal 3. Personnel	Increase personnel and comply with all training requirements	<i>Need to establish metric – FF per person? FF per sq. mile? # of staff on shift?</i>
Goal 4. Outreach	Continue improvement in community outreach and volunteer recruitment	??
Goal 5. Administration	Streamline administration and implement new procedures to maintain compliance with records-keeping and pertinent State and Federal standards/regulations	FPD in compliance with all administrative standards and industry BMPs
Goal 6. Revenue	Continue to improve FPD income within existing means; ensure reserves are adequate for planned upgrade/replacement and adequate funds exist for unexpected repairs/expenses.	Adequate revenue is collected to ensure service delivery and reserves are fully funded

FIRE PROTECTION DISTRICT STRATEGIC IMPROVEMENT PLAN

2-year (2024) Implementation Plan:

Goal	Implementation	Status
<p><u>Goal 1. Facilities:</u> Upgrade existing facilities to ensure ease of use, address security concerns, and meet compliance standards with applicable building codes</p>	Install pavement for Station 22 to improve access for apparatus	In progress
	Upgrade bay doors at Station XX to accommodate larger apparatus	In progress
	Install automatic roll up doors to improve security of station during calls	In progress
	Install security cameras at Station 22 to deter theft	In progress
	Upgrade truck bays with exhaust system preparatory to sleeping quarter buildout	
<p><u>Goal 2. Equipment:</u> Purchase new equipment as necessary to comply with NFPA equipment standards and maintain competency with evolving technologies</p>	Replace Water Tender 21 in accordance with apparatus replacement schedule (insert year here) and NFPA standards on vehicle age	In progress
	Replace mobile and portable radios with P25 compliant models (early adoption) (How many, by when?)	
	Continue to purchase new PPE to replace aging equipment 10 yrs. or older (How many needed; by when?)	
	Replace remaining 4500 psi SCBA's with 5500 psi units (how many, by when?)	

Goal 3. Personnel: Increase personnel and comply with all training requirements	Hire Part-Time “Administrative Firefighter” to assist with records, onboarding, and maintenance	Complete
	One Full-Time staff person before 2022	In progress
	Explore increased investment and participation in County-wide and local multi-departmental training (need hard metric here – perhaps evaluation report/paper can serve as proof/memorialization of completion and outcome?)	
Goal 4. Community Outreach: Continue improvement in community outreach and volunteer recruitment	Develop, maintain, and regularly update a district website that includes, at a minimum: Commission meetings; agendas; minutes; budget documents; financial audits; etc.	In progress
	Continue to improve recruitment/retention efforts to achieve 5-year (2027) roster goal of 20-25 active volunteers (again, great stuff – measurable and with a hard target)	
Goal 5. Administration: Streamline administration and implement new procedures to maintain compliance with records-keeping and pertinent State and Federal standards/regulations	Identify needs which can be fulfilled by non-firefighting volunteers including the formation of a CERT team for the Capay Valley (this is great stuff – the CERT team is measurable i.e. yes/no in outcome)	In progress
	Come up with something re: record keeping???	
Goal 6. Revenue: Continue to improve FPD income within existing means; ensure reserves are adequate for planned upgrade/replacement and adequate funds exist for unexpected repairs/expenses	Explore costs/gains involved with implementing a Benefit Assessment Tax	In progress
	Continue to seek alternate revenue sources – grant funding	Ongoing
	Explore volume purchasing of PPE and other equipment with other regional FPD’s to meet volume discount thresholds	In progress
	Re-enlist with State Mutual Aid program	Complete