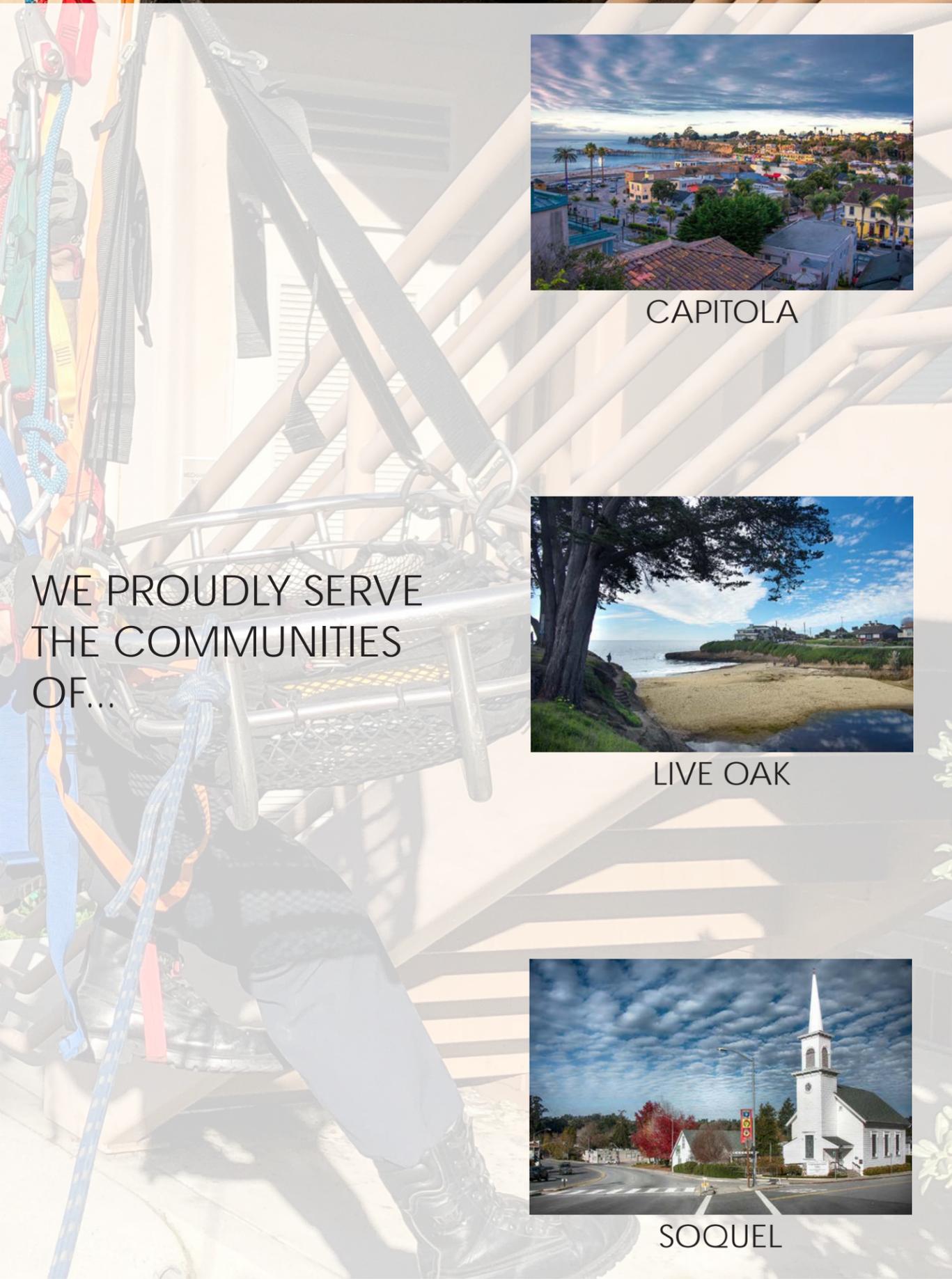


CENTRAL FIRE PROTECTION DISTRICT
2018 Annual Report



Proudly Serving the Communities of Capitola, Live Oak, and Soquel



WE PROUDLY SERVE
THE COMMUNITIES
OF...



CAPITOLA



LIVE OAK



SOQUEL



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On behalf of the Central Fire Protection District of Santa Cruz County, I am privileged to present our 2018 Annual Report. This report provides a written and visual review of our accomplishments and statistical data for the 2018 calendar year, highlighting the exceptional work accomplished by our Fire Operations Division, Fire Prevention & Community Risk Reduction Bureau, and our Administrative Staff.

Overall, we continue to be challenged with an increasing demand for emergency services – locally, and statewide. These challenges are being met through progressive training, organizational efficiencies and effectiveness, state-of-the-art equipment, and technological advancements. Regardless of the challenges that face our Fire District, we are committed to running a fiscally responsible organization while providing the highest level of service possible to the residents, businesses, and visitors of Capitola, Live Oak, and Soquel – our communities. As we head into 2019, we will continue to analyze and enhance our ability to provide needed services – today, tomorrow, and well into the future.

I would like to thank all the members of our District for their professionalism and commitment at every level of our organization. I would also like to thank our Elected Officials for their ongoing support and teamwork.

Respectfully,

Steven M. Hall
Fire Chief

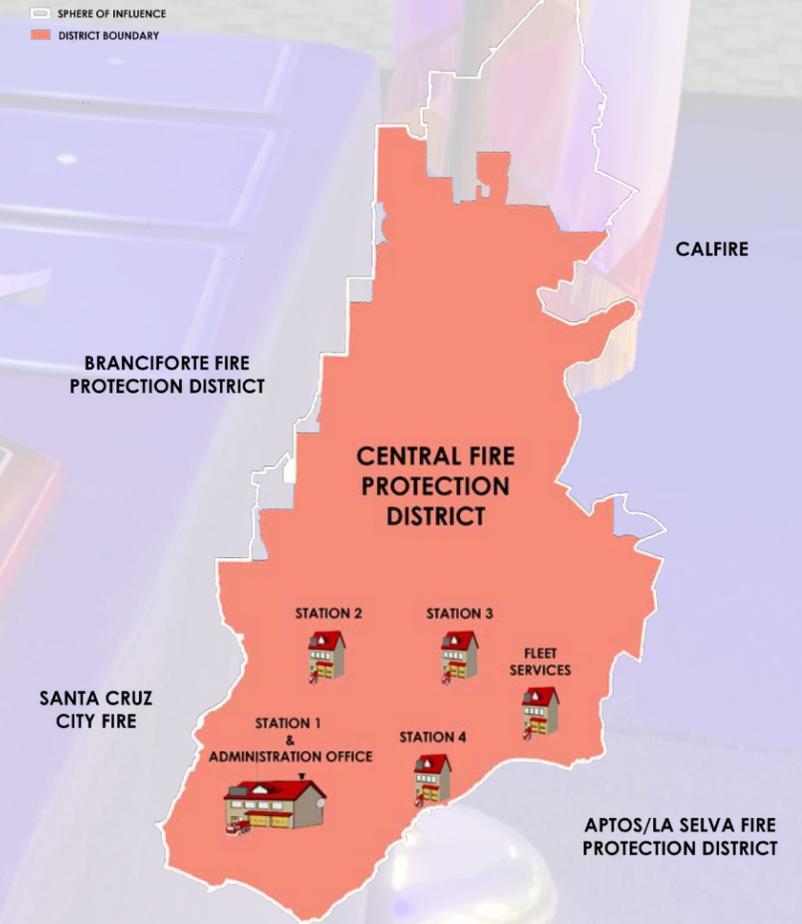
In 1987, Central Fire Protection District was created from the consolidation of the Capitola, Live Oak and Soquel Fire Districts.

The District serves 28 square miles and a population base of approximately 55,000, with a seasonal influx during the summer.

Central operates four fire stations, an Administrative Headquarters (which houses the Fire Prevention Division, Training Division, and all administrative functions). In addition, the District maintains a Fleet Services Facility that provides maintenance and repairs for Central's apparatus as well as fire agencies throughout Santa Cruz County. We have several robust program areas including Fire Prevention, Community Education, Emergency Medical Services, Water Rescue, Fire Investigation, Hazardous Materials, Urban Search and Rescue, and Training.

Central Fire Protection District is governed by a seven-member Board of Directors, who are elected to four year staggered terms and represent the constituents of the communities we serve.

CENTRAL FIRE PROTECTION DISTRICT DISTRICT BOUNDARY MAP



EXECUTIVE STAFF



Steven Hall
Fire Chief



Owen Miller
Term of Office:
1/2017 - 12/2020
Board Chair



John Lucchesi
Term of Office:
1/2017 - 12/2020
Board Vice-Chair



David Burnham
Term of Office:
1/2017 - 12/2020
Director



Jim Cupples
Term of Office:
10/2012 - 12/2018
Director



John Walbridge
Battalion Chief
A Shift



Jeff Breasher
Battalion Chief
B Shift



Anthony Cefaloni
Battalion Chief
C Shift



Chad Akin
Battalion Chief
Training



Barry Franchi
Term of Office:
5/2017 - 12/2018
Director



Chris Haas
Term of Office:
11/2013 - 12/2018
Director



Kevin Walter
Term of Office:
1/2017 - 12/2020
Director



Michael DeMars
Fire Marshal

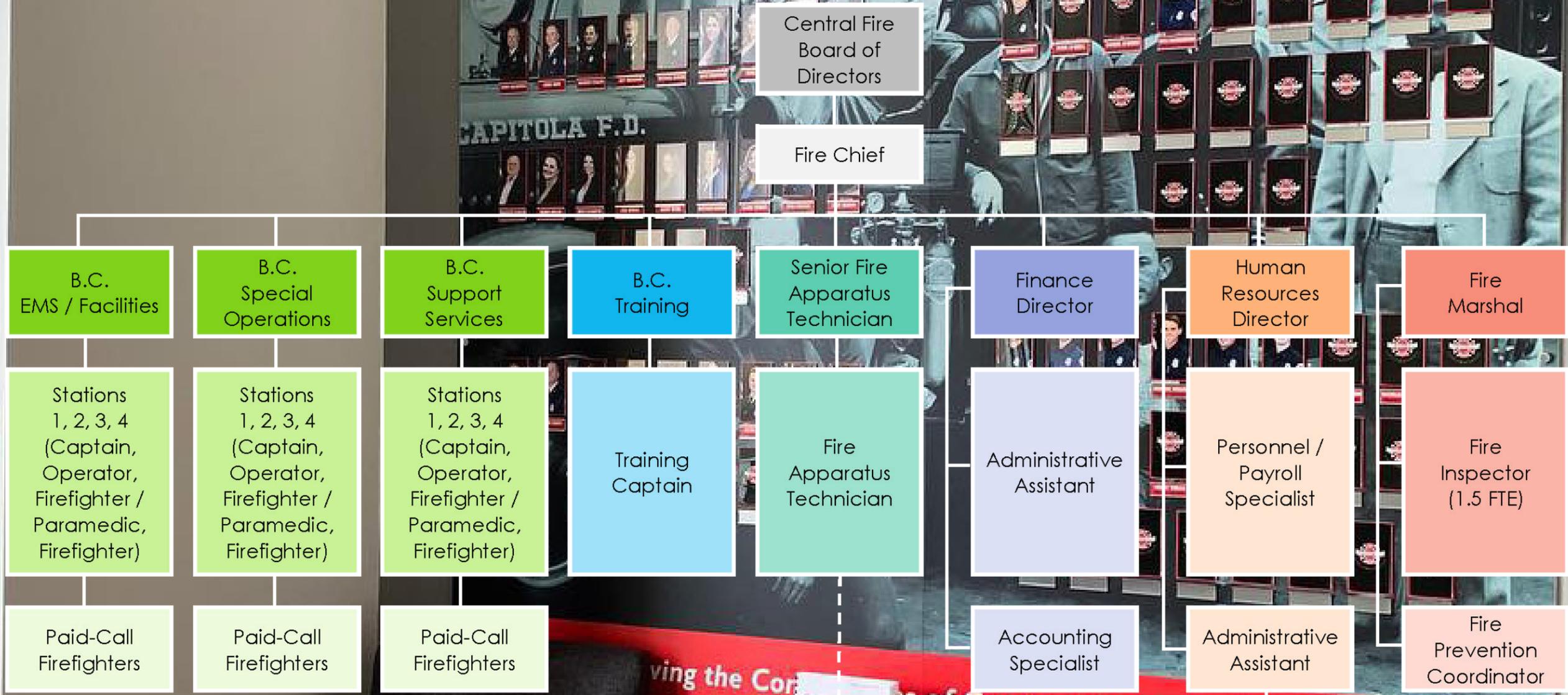


Nancy Dannhauser
Finance Director



Gena Finch
Human Resources Director

BOARD OF DIRECTORS



2018 was another busy year for the District's Operations Division. Call volume increased, and the District's Battalion Chiefs expanded their duty coverage to include Aptos/La Selva Fire Protection District as part of a shared services agreement. The Operations Division, in addition to responding to calls for service, oversees a number of program management areas. The highlights for a few of those programs are detailed in this report.

Highlights for 2018:

OPERATIONS

- Through assistance from the 2016 State Homeland Security Grant Program, the District purchased twenty-two (22) level-3 ballistic vests and helmets. These components will be placed on all first-out apparatus to provide personnel with additional protection when responding to acts of violence.
- Replaced four (4) aging and defective Thermal Imaging Cameras with four (4) new high resolution cameras.
- Replaced atmospheric monitoring devices with new monitors and incorporated a calibration and documentation system.

PERSONAL PROTECTIVE EQUIPMENT

- Installed a Personal Protective Equipment (PPE) extractor at Station 2 to allow for a secondary location for personnel to clean PPE (the District also has a PPE extractor located at Station 1). This second location will help expedite the PPE cleaning process post-contamination.
- Installed two (2) PPE drying cabinets at Station 1 and Station 2. These cabinets replaced the tumble dryers and maintain the District's compliance with NFPA requirements.
- Fitted all line personnel with dual-compliant wildland/duty pants. This move increases response times by eliminating the need for personnel to change from duty pants into wildland pants prior to responding to wildland calls.
- Replaced all leather helmets that have reach end-of-life with new, lighter-weight traditional style helmets to maintain NFPA compliance.
- Replaced aging EMS jackets with new high-visibility jackets.
- Issued single-layer CAL FIRE Spec Wildland Jackets to all line personnel.

URBAN SEARCH & RESCUE

- Purchased a replacement Res-Q-Tec Lifting Air Bag which replaced a defective lifting air bag.

UNIFORMS

- Outfitted all full-time personnel with double-breasted Class A uniforms.

MARINE SAFETY & RESCUE

- Added a Kawasaki Rescue Water Craft to the District's fleet as part of a partnership with California State Parks. The two agencies now share a boat slip and a two jet ski floating dock at the Santa Cruz Harbor.

FACILITIES

- Painted the Administration Building lobby and conference room and upgraded the personnel photo board in the lobby area.
- Replaced the rooftop HVAC unit at Station 1.
- Added exterior lighting to the Station 1 and Administration Building front and back parking lots.
- Completed five-year sprinkler tests for Station 2 and Station 4.
- Upgraded Fleet Services Division shed with a new roof, paint, structural repairs, and electrical.

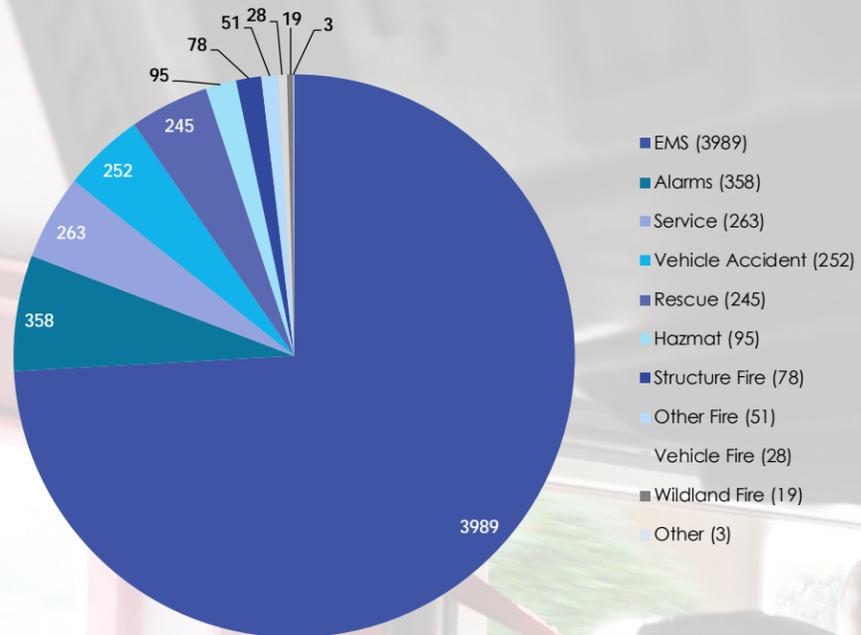
EMS

- Provided continuing education for the District's EMT and Paramedic personnel to maintain certification.
- Conducted monthly audits of late call data to EMS incidents to maintain a high level of patient care.

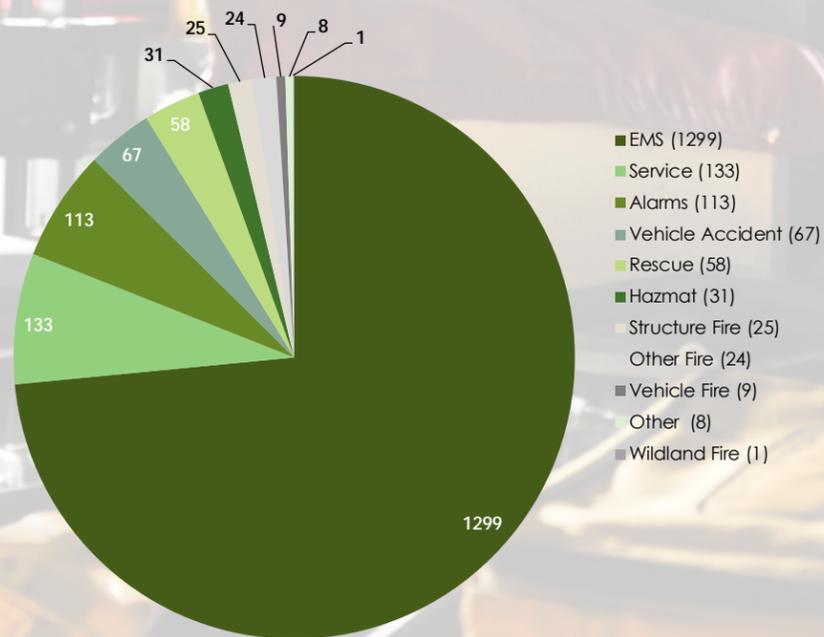
MISCELLANEOUS

- Surplused three (3) obsolete District vehicles.
- Rewrote SOP ADM 07 (the District's Standard Operating Procedure for Vacation, CTO, and Annual Picks) and met with Local 3605 for approval and implementation.
- Caught up and corrected the District's NFIRS reporting.
- Spent significant man-hours assisting Netcom with their transition to a new CAD dispatching system, including troubleshooting, personnel training, and post-implementation reporting.

Incident Totals By Type - Overall

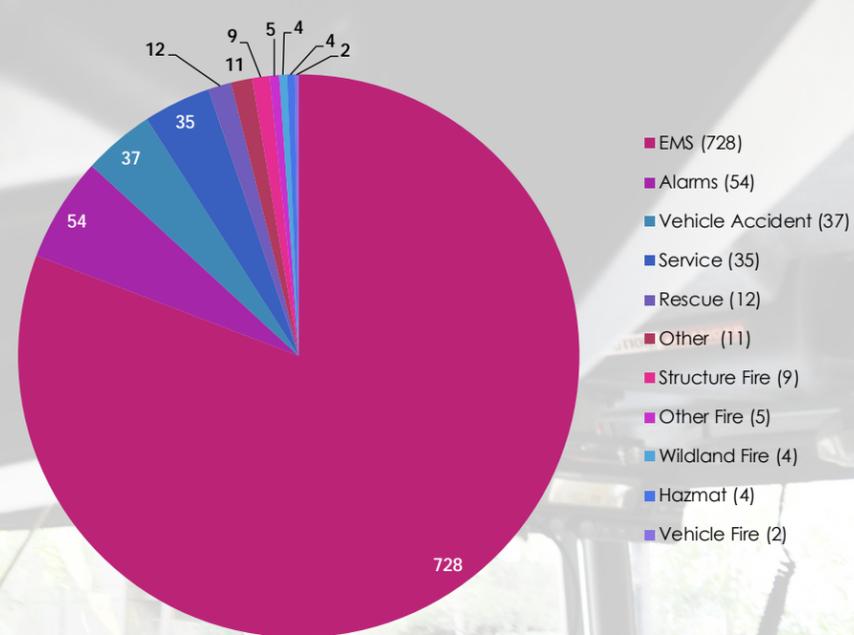


Incident Totals By Type - Station 1

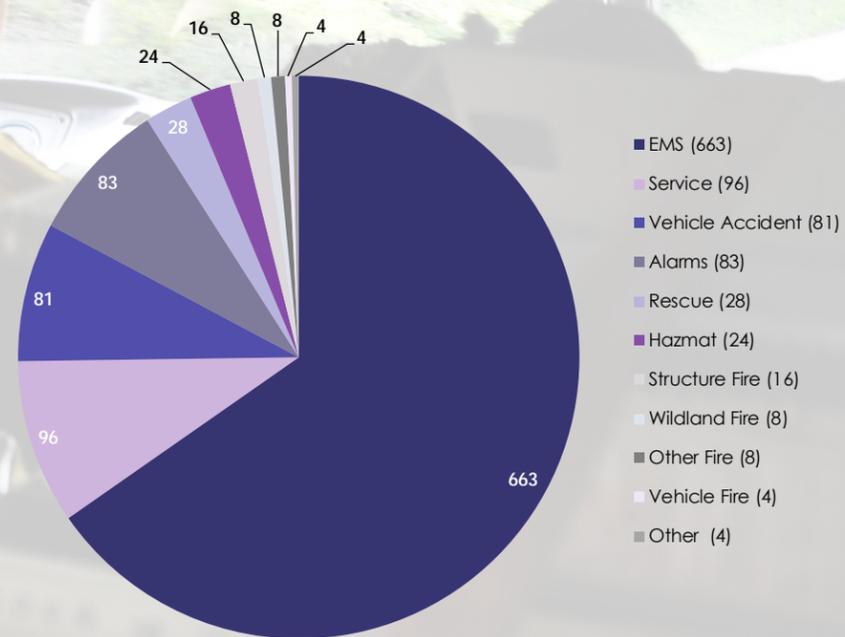


Nominal discrepancies in incident numbers are possible due to dispatch system changeover on 4/17/18.

Incident Totals By Type - Station 2

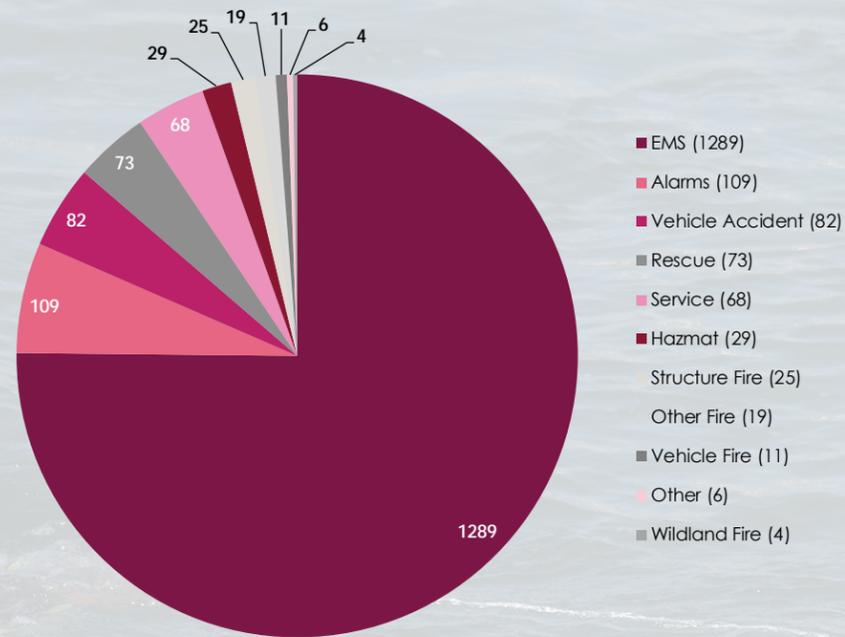


Incident Totals By Type - Station 3

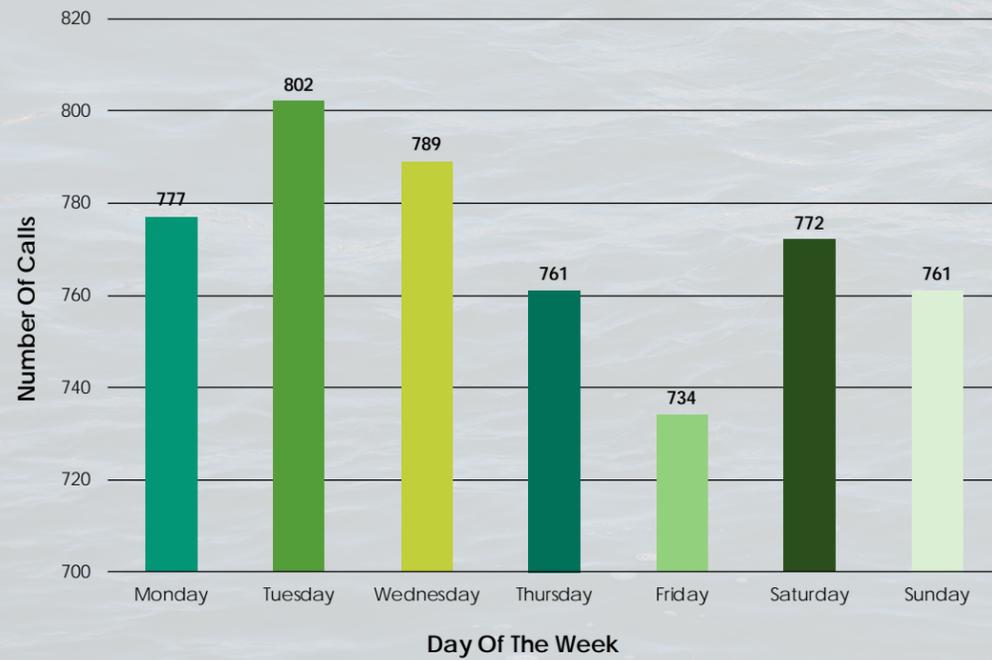


Nominal discrepancies in incident numbers are possible due to dispatch system changeover on 4/17/18.

Incident Totals By Type - Station 4

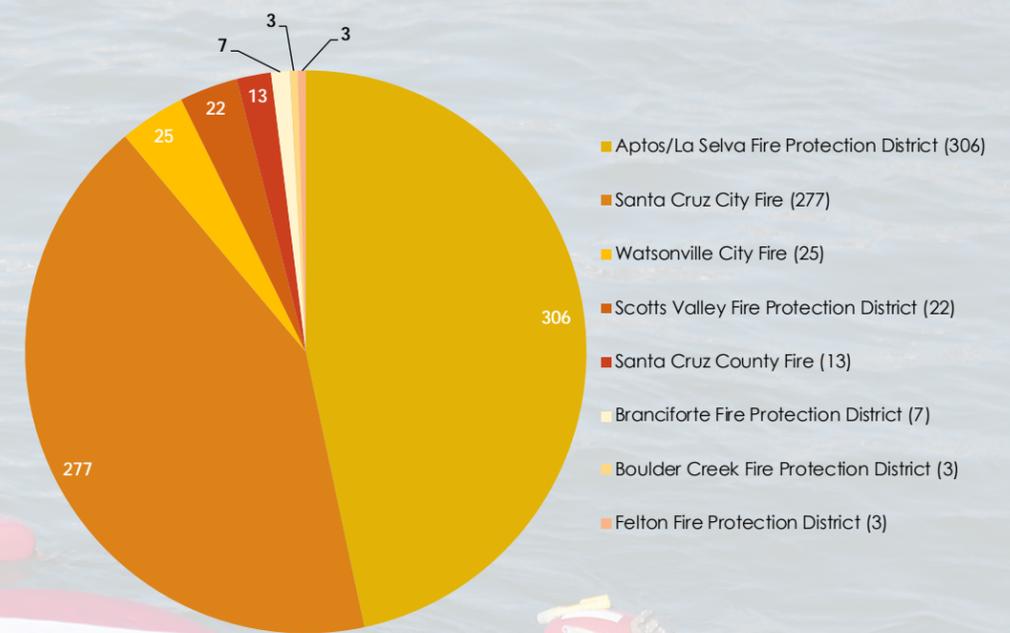


Incidents By Day Of The Week

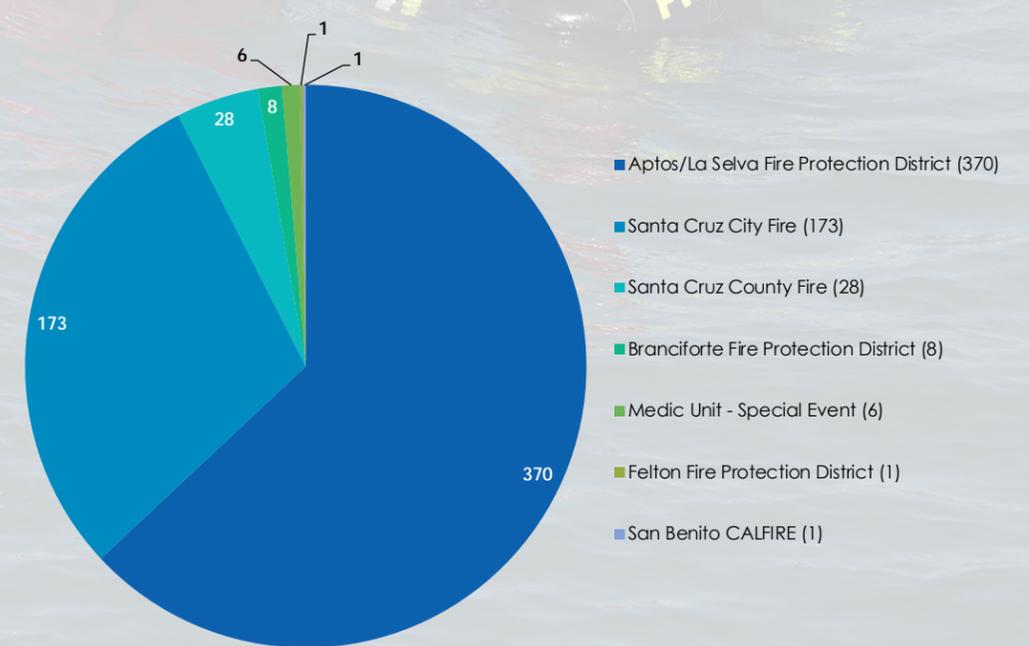


Nominal discrepancies in incident numbers are possible due to dispatch system changeover on 4/17/18.

Mutual Aid - Sent



Mutual Aid - Received



Nominal discrepancies in incident numbers are possible due to dispatch system changeover on 4/17/18.

The Training Division is a critical element of the District, tasked with providing high-quality training, instruction, career development, and evaluation to all District personnel. These training activities prepare our personnel to serve our community in the most efficient and effective means possible, and to ensure the safety of all our responders.

Highlights for 2018:

- 2018 was a year of transition for the Training Division. Captain Larry Achen, who ran the Training Division for 5 years retired on October 19th. With Captain Achen's retirement, the Training Division increased from one full-time Training Captain to a full-time Battalion Chief of Training and Safety, one full-time Training Captain, and one part-time Administrative Assistant. This new structure for the Training Division will allow for a more consistent delivery of hands-on training to all personnel.
- 2018 saw a major move towards a joint Training Division made up of the Training Division personnel from Central Fire Protection District and Aptos/La Selva Fire Protection District. This combined Training Division will work towards standardizing training, equipment, evolutions, and training plans between the two Districts. The two Districts have formed combined committees and training cadres to address the many different disciplines that confront our All-Risk departments.

The goal of this joint Training Division will be to "Get back to basics," and deliver consistent, relevant, safe training that builds firefighter competence and confidence in all aspects of the job. The Training Division will provide clear goals, a simple, direct mission statement, and a two-year calendar to keep on track.

- The Training Division participated in both the 2018 Basic Firefighter Academy and the Santa Cruz County Regional Fire Academy (SCCRFA) 18-01. This year Central Fire Protection District had five (5) career Firefighters and four (4) Paid-Call Firefighters successfully pass the SCCRFA 18-01, and an additional four (4) Paid-Call Firefighters pass the Basic Firefighter Academy. Central Fire has participated in these joint academies for five years and the benefits are being observed County-wide. The relationships that are built during these academies between young personnel of different local fire departments pay dividends down the road when the departments get together for drills or work together on-scene during an emergency. The increased level of communication, sharing of tactics and techniques, and most importantly the opportunity of learning from each other's mistakes is a powerful resource for departments within the County.
- This year the Training Division added Gross Decontamination Buckets to every fire engine. These buckets contain items that allow crews remove contaminants collected on their gear and clothing during a fire on-scene before returning to the station. This minimizes the spread of these contaminants and reduces personnel exposure to cancer-causing materials. The fight against firefighter cancer is

more than just avoiding the deadly chemicals and products of combustion that personnel face at every fire, it's also a battle against old procedures and lack of education about prevention. The Training Division is making it a priority to educate not only our new firefighters but our veteran firefighters as well.

- 2018 saw the formation of a new Santa Cruz County Health and Wellness Committee, of which Central Fire Protection District is a member. This committee is making steady progress in the areas of awareness and education around behavioral health and cancer prevention in the fire service.
- 2018 has seen a steady increase in the amount of classes our personnel are taking. Not only are individuals taking classes for Career Development and promotional opportunities, there are also several individuals taking Instructor-level classes which will allow them to bring their training back to the District to share with other personnel by teaching in-house classes. The District currently has six individuals who are on track to become registered instructors with State Fire Training by the end of the year. This means that these individuals will be able to deliver Firefighter I and II level instruction in-house, saving the District time and money and allowing our programs to advance.

The Fire Prevention Division is responsible for life safety inspections, community outreach, public information, and plan reviews. 2018 was a productive year for our Fire Prevention Division.

Highlights for 2018:

- The Division completed a total of 1574 fire prevention inspections in 2018. The majority of these being annual inspection (320), fire sprinkler system inspections (191), and engine company inspections that were reassigned to Fire Prevention (250).
- The Prevention Division began implementation of the B Occupancy self-inspection program in 2018. B Occupancy files were collected from the engine companies and evaluated. Information was updated, files were organized and each occupancy was evaluated. If an occupancy was determined to be a minimal hazard, it was placed on a self-inspection. Business owners were then contacted and educated about how the new self-inspection program works.

The goal of this new program is to remove the workload of completing B Occupancy inspections from the engine companies entirely, thus allowing them to focus more of their time on training and target hazard evaluations. The reassignment of light-hazard B Occupancies to Fire Prevention was completed during 2018, and the self-inspection program for these occupancies will begin in 2019.

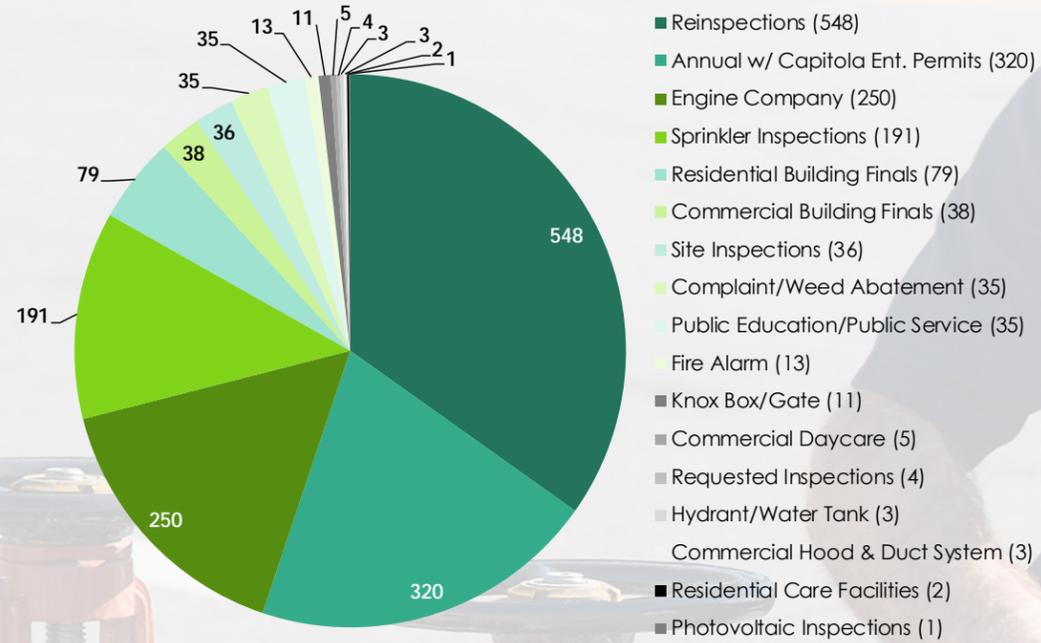
- Fire Captain Welte worked with Fire Prevention staff to revise engine company inspection files. This project was well-timed to coincide with Captain Welte needing to fulfill a final project requirement for his Fire Service Management degree. As part of the project, Captain Welte helped gather, revise, and update engine company inspection files. This process was completed for two of four fire stations in 2018. Work on the remaining station's inspection files will continue in 2019. As a result of this project, Fire Prevention staff will begin assigning monthly inspection assignments to engine companies in 2019.
- The Division oversaw another productive year of LE 100 inspections during the 2018 fire season. Inspectors from CAL FIRE assisted with inspections of properties in the State Responsibility Areas located within the District. 141 inspections were completed by CAL FIRE staff. 545 additional inspections were completed in the Local Responsibility areas by the Division's part-time LE 100 inspector.
- The Fire Prevention Division processed and reviewed 253 sets of building plans for the year. These included residential, commercial fire sprinkler, and fire alarm system plans.
- In order to comply with SB-1205, Fire Prevention staff recovered 114 State mandated inspection files from the engine companies which had been assigned to them in error. These files were reassigned to Fire Prevention staff. All of the initial State

mandated inspections were completed for 2018. There were several occupancies with violations noted during initial inspections that will have re-inspections completed in 2019.

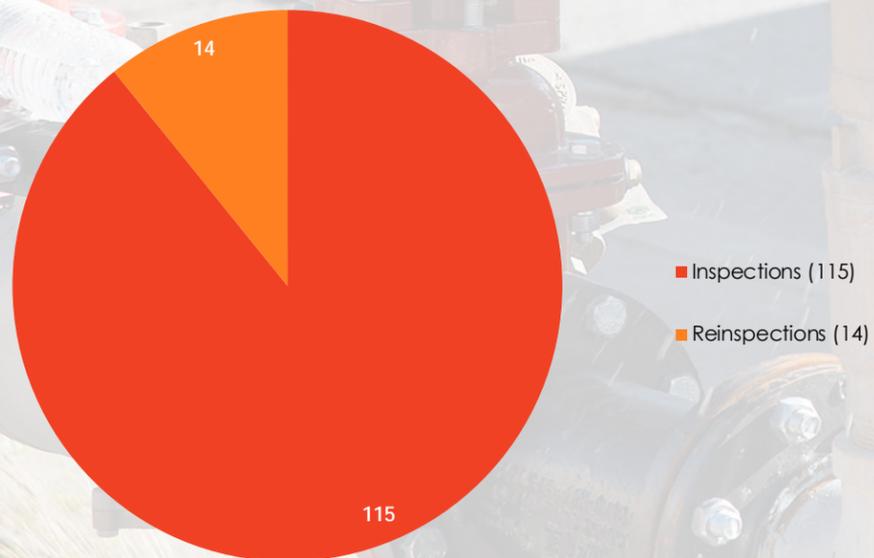
- Fire Prevention staff continued the District's smoke alarm and carbon monoxide alarm program. This program is in its eleventh year and offers free smoke alarms, and battery replacement for smoke alarms and carbon monoxide alarms. Staff has also taken on other Public Education/Community Risk Reduction duties such as the fire extinguisher training program.
- In 2018, the District hired a second Fire Inspector. Fire Inspector Manzo's position is a 50/50 shared position with Aptos/La Selva Fire Protection District. Fire Inspector Manzo is a Central Fire employee, but works for both agencies as part of a shared services agreement with Aptos/La Selva Fire. She is a former Milpitas Building Department employee with a background in the plan review process. During her probationary period, she will be working towards her State Fire Inspector 1 certification.

2019 will be a year of transition for Fire Prevention Division staff. The Division has been working with Aptos/La Selva Fire Prevention staff to begin implementation of a shared services agreement between the two fire districts. The two Divisions have begun the complicated process of melding the day-to-day operations of two Fire Prevention Divisions. The combined Fire Prevention Division will be adopting the Community Risk Reduction approach to all aspects of Fire Prevention as they work towards this goal. Central Fire Protection District looks forward to a successful partnership with Aptos/La Selva Fire Protection District in providing Community Risk Reduction services to the communities each District serves.

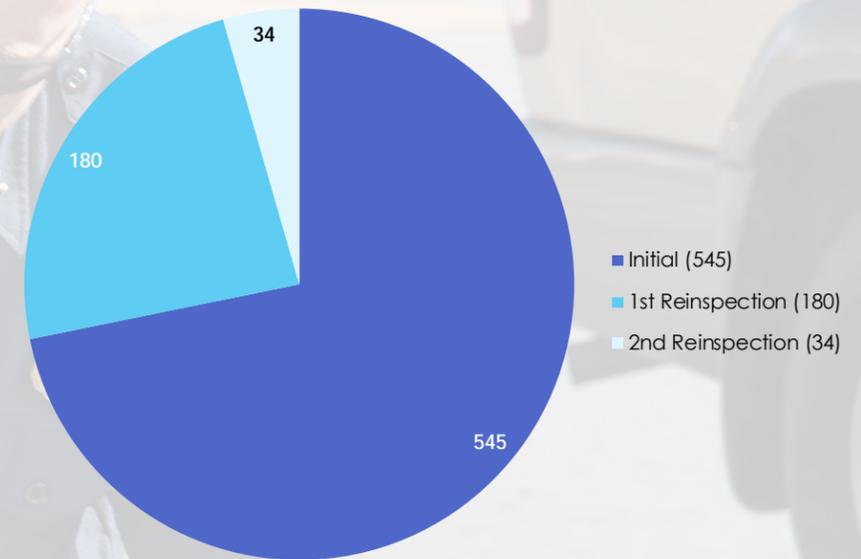
Inspections By Fire Prevention Staff



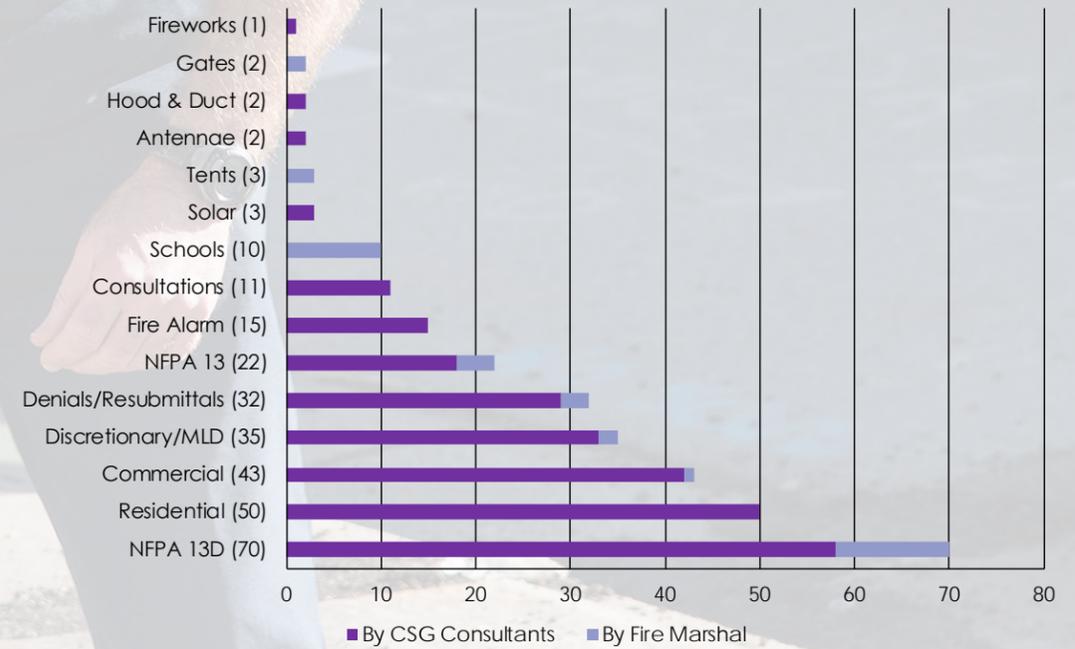
Engine Company Inspections



LE 100 (Defensible Space) Inspections



Plan Reviews - Total Combined

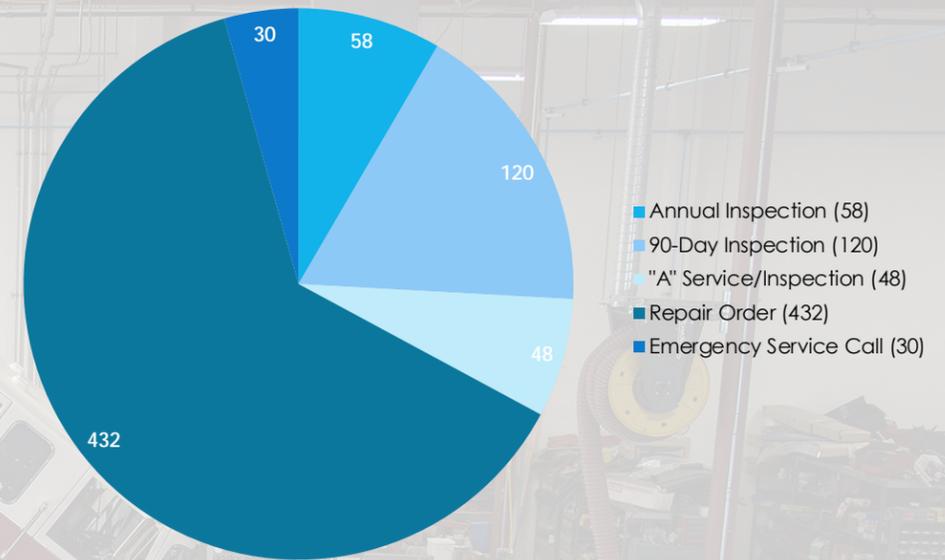


The Fleet Services Division is responsible for maintaining the operational readiness of the District's apparatus fleet and support vehicles. The Division also provides contract services for fleet maintenance to other fire agencies located within Santa Cruz County.

Highlights for 2018:

- In 2018, the District's Fleet Services Division completed 58 Annual Inspections, 120 90-Day Inspections, 48 "A" Services and Inspections, 432 Repair Orders, and assisted Santa Cruz County fire agencies with 30 at-scene or emergency service calls.
- Fleet Services Division personnel participated in approximately 160 hours of annual training, as well as completing courses on Bendix Brakes, Renewable Diesel, Aerial Maintenance and Hendrickson Suspension, Annual Mechanics Academy classes and ASE (Automotive Service Excellence) Certifications.
- Fleet Services personnel completed a Fleet Inventory Project which has helped increase productivity. Location and barcoding of parts has been implemented to reduce time spent on manually entering information.
- In 2018, the Division added mechanic services contracts for Scotts Valley Fire District and Zayante Fire. The Fleet Services Division now maintains a total of 140 vehicles and apparatus for the following agencies:
 - Central Fire Protection District
 - Scotts Valley Fire District
 - Zayante Fire Protection District
 - Aptos/La Selva Fire Protection District
 - Santa Cruz City Fire
 - Santa Cruz County CAL FIRE
 - Pajaro Valley Fire Protection District
 - Pajaro Dunes Fire
- In 2018, several fire agencies within the County put new vehicles and apparatus into service, including a Type 6 fire engine, two (2) Type 1 fire engines, and a ladder truck. The District's Senior Fire Apparatus Technician participated new apparatus specification meetings and trainings for these apparatus for a total of 120 hours during 2018.

Fleet Services Division Activities by Type



The Administration Division includes the functions of the Fire Chief, Administrative Services, Human Resources, and Finance. The Fire Chief serves as the Chief Executive Officer and provides direction, supervision, and general support to the District's overall operations and its Board of Directors. The Division oversees areas pertaining to strategic planning, policy development, personnel management, risk management, budget development and fiscal oversight.

Human Resources provides services including recruitment, hiring, compensation, equal employment opportunity, group benefits administration, workers' compensation and the employee assistance program. It ensures the District complies with all laws, as well as District Personnel Rules and Regulations and memoranda of understanding between the District and its employee bargaining groups.

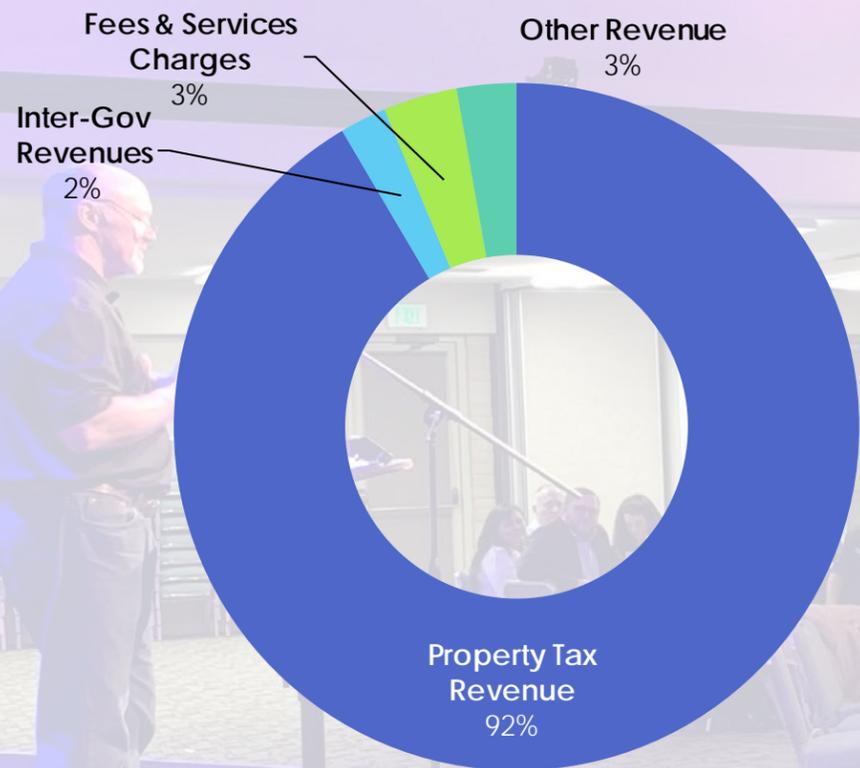
Finance is responsible for general accounting services, budget development, annual independent audits, financial planning, and vendor reimbursement. It ensures financial resources are properly allocated for optimum public service levels. Finance also safeguards the District's assets, tracks spending, collects all revenue, processes cost reimbursements, and provides accurate financial reporting.

Highlights for 2018:

- Processed approximately \$8.5 million in payroll for 76 employees, over the course of 26 pay periods.
- Processed approximately 3,692 claims for the calendar year 2018, which represents an increase of 22% or 654 additional claims processed from calendar year 2017.
- Conducted promotional examinations for the positions of Captain and Battalion Chief. From these promotional examinations, the District promoted two (2) Captains and one (1) Battalion Chief during 2018.
- Finalized a Compensation Analysis to review the compensation and benefit packages of District personnel against other like agencies and updated job descriptions for eleven (11) position types.
- Created agenda packets for 31 Board of Directors and Board Committee meetings, including backup documentation, resulting in approximately 250 total hours spent developing the agenda packets.
- Conducted testing and interview processes for the positions of Firefighter-Paramedic and Paid-Call Firefighter. These hiring processes resulted in the District hiring six (6) Firefighter-Paramedics and eight (8) Paid-Call Firefighters during 2018.
- Conducted a joint recruitment for the position of Fire Inspector with Aptos-La Selva Fire Protection District which resulted in the hiring of one (1) Fire Inspector.
- Conducted a Standards of Coverage and Management/Administrative Assessment by Citygate Associates, LLC for future District planning. The goal of this assessment

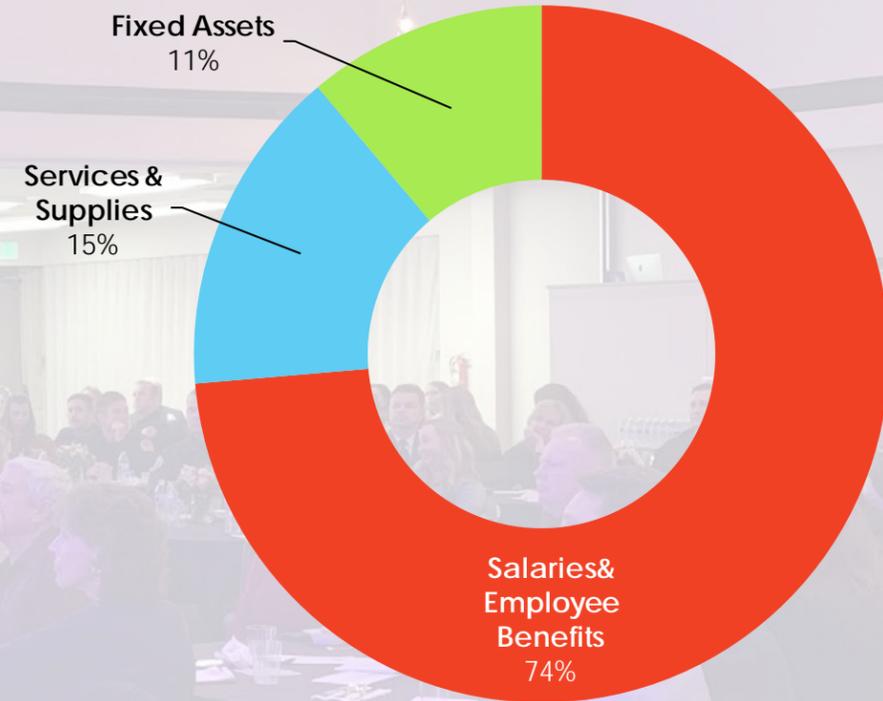
was to identify both the current service level and recommendations to maximize and improve District operations and resources over time.

- Conducted a Consolidation Feasibility Study and Service Review by Emergency Services Consulting International (ESCI) to explore options for shared services between Central Fire Protection District and Aptos La/Selva Fire Protection District. This resulted in a shared services agreement with Aptos/La Selva Fire Protection District to provide administrative and management services commencing in October of 2018.
- Annexed the Upper Porter Gulch territory which consists of 133 acres.
- Reduced the Board of Directors from seven (7) members down to five (5) members.
- Completed over 350 hours of continuing education to keep apprised of changing legislative and regulatory environments for human resources and finance.
- Developed a 2019-2021 business plan for the District's Fleet Services Division, recommending fee increases and improvement in productivity and inventory management, resulting in projected costs savings of over \$150,000.
- Facilitated the development of the annual operating budget for Fiscal Year 18-19 totaling \$18 million and provided financial oversight to \$11 million in total fund balances.



Financing Sources

Property Tax Revenue	\$17,197,502.71
Inter-Gov Revenues	\$413,638.70
Fees & Services Charges	\$655,746.57
Other Revenue	\$526,547.05
TOTAL	\$ 18,793,435.03



Expenditures

Salaries & Employee Benefits	\$14,406,431.83
Services & Supplies	\$2,978,044.00
Fixed Assets	\$2,177,413.00
Total	\$19,561,888.83

Capital Set-Asides

Capital Replacement	\$1,963,589.09
Total	\$1,963,589.09

Central Fire Protection District uses a wealth of technology to enhance our service to our community. Advances in technological capabilities are continually implemented to improve and streamline how the District does business.

Highlights for 2018:

- Launched a formal District social media program designed to broaden channels of communication with residents, businesses, and visitors of the District. The District now communicates with the public through Facebook, Instagram, Twitter, and Nextdoor.
- Completed transition of staffing software from Telestaff to CrewSense.
- Deployed Getac tablets and Cradlepoint Wi-Fi routers to all vehicles and apparatus. The Cradlepoint routers provide internet access via Verizon Wireless and Wi-Fi capability for mobile devices used on District apparatus. The Getac tablets are ruggedized to withstand conditions out in the field.
- Netcom upgraded their CAD (Computer Aided Dispatch) system in 2018. The District's IT provider assisted with the migration from the old CAD system to the new one, which included installing the new P1 CAD client software onto the District's Getac tablets.
- Migrated the District's Outlook email system and shared calendars to the cloud through an Office 365 upgrade.
- Implemented Skype for Business in conjunction with the Office 365 upgrade. Skype for Business provides 'chat' communication between staff members as well as video calling.
- Implemented OneDrive in conjunction with the Office 365 upgrade. OneDrive provides cloud storage of documents, providing ease of document collaboration and secure access to documents from anywhere.
- Continued to improve District server infrastructure with domain controllers at Aptos/La Selva Fire Protection District and Central Fire Protection District upgraded to the latest operating system running as virtual servers.
- Performed a diagnostics hardware and software upgrade on laptops utilized by the Fleet Services Division.
- Supported the increased coordination and shared services between the District and Aptos/La Selva Fire Protection District by working to make sure personnel moving between districts have access to both district's data.
- Began configuration of the District's Administration Office conference room with the capability to function as an Emergency Operations Center (EOC)/Department Operations Center (DOC).



Administration Office
930 17th Avenue,
Santa Cruz, CA 95062



Station 1 - Live Oak
930 17th Avenue,
Santa Cruz, CA 95062



Station 2 - Santa Cruz
3445 Thurber Lane
Santa Cruz, CA 95065



Station 3 - Soquel
4747 Soquel Drive
Soquel, CA 95073



Station 4 - Capitola
405 Capitola Avenue
Capitola, CA 95010



Fleet Services
410 Kennedy Drive
Capitola, CA 95010



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Administrative Assistant



Proudly Serving the Communities of Capitola, Live Oak, and Soquel