

CENTRAL FIRE PROTECTION DISTRICT

2019 Annual Report



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



WE PROUDLY SERVE THE COMMUNITIES OF...



WATSONVILLE REGIONAL TRAINING TOWER

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CHIEF'S MESSAGE

On behalf of the men and women of the Central Fire Protection District of Santa Cruz County, it is my pleasure to present our Annual Report for 2019. The purpose of this report is to offer a snapshot of the operational and service aspects of our organization.

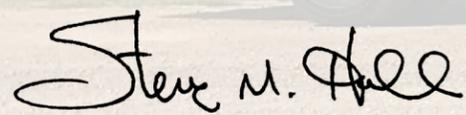
As an independent Special Fire District, we are singularly focused on delivering the highest level of all-risk emergency response, as well as providing risk-reduction education to the communities we proudly serve – Capitola, Live Oak and Soquel. Just as important in accomplishing our primary mission is the District's continued commitment to transparency; demonstrating our award-winning fiscal responsibility through our budgeting and audit processes each and every year.

Although increased emergency responses (both locally and statewide), training, community risk reduction education and public events keep us busy throughout the year, we continue to meet the demand for service, primarily due to the commitment, dedication and professionalism of our employees throughout our entire organization, as well as the ongoing support provided by our elected Board of Directors.

We understand that some of the terms or programs listed within this report may be unfamiliar to you. It would be my pleasure to explain the information contained within further. Please feel free to stop by our Administration office located at 930 17th Ave., Santa Cruz, CA 95062. You can also reach me directly at (831) 316-3559 or stevenh@centralfpd.com.

Best wishes for a safe and prosperous 2020.

Respectfully,



Steven M. Hall

Fire Chief

WHO WE ARE

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

Central Fire Protection District protects 28 square miles with a resident population in excess of 55,000, with a seasonal influx during the summer. The District responds to over 6,000 requests for service annually for fire, rescue, emergency medical services, hazardous materials calls, and assorted alarms.

The District operates four fire stations, an Administrative Office, Community Risk Reduction Division, and Fleet Services Facility. The District has several robust program areas including Community Risk Reduction, Community Education, Emergency Medical Services, Water Rescue, Fire Investigation, Hazardous Materials, Urban Search and Rescue, and Training.

Central Fire Protection District has a publicly elected Board of Directors consisting of five members who are elected to four year, staggered terms.

CENTRAL FIRE PROTECTION DISTRICT DISTRICT BOUNDARY MAP

SPHERE OF INFLUENCE



SANTA CRUZ CITY FIRE

BRANCIFORTE FIRE PROTECTION DISTRICT

CALFIRE

APTOS/LA SELVA FIRE PROTECTION DISTRICT

STATION 2

STATION 3

FLEET SERVICES

STATION 1 & ADMINISTRATION OFFICE

STATION 4

CONSOLIDATION UPDATE

In 2018, the District began moving towards a consolidation with Aptos/La Selva Fire Protection District. To date, the two agencies have been working collaboratively under shared-services agreements for mid-management, administrative services, training, community risk reduction, and logistics.

2019 was an extremely busy year for both Central Fire and Aptos/La Selva Fire as we continue to forge ahead with consolidating both fire districts. In February 2019, an ad hoc committee was formed to begin laying the foundation for the road ahead. This committee is made up of two Directors from each district; both Fire Chiefs; Union leaders from both districts; and representatives from the Chief Officer's Association and Administration. The ad hoc continues to meet monthly, identifying each and every element, issue and concern that needs to be addressed for the successful blending of two distinct yet similar cultures.

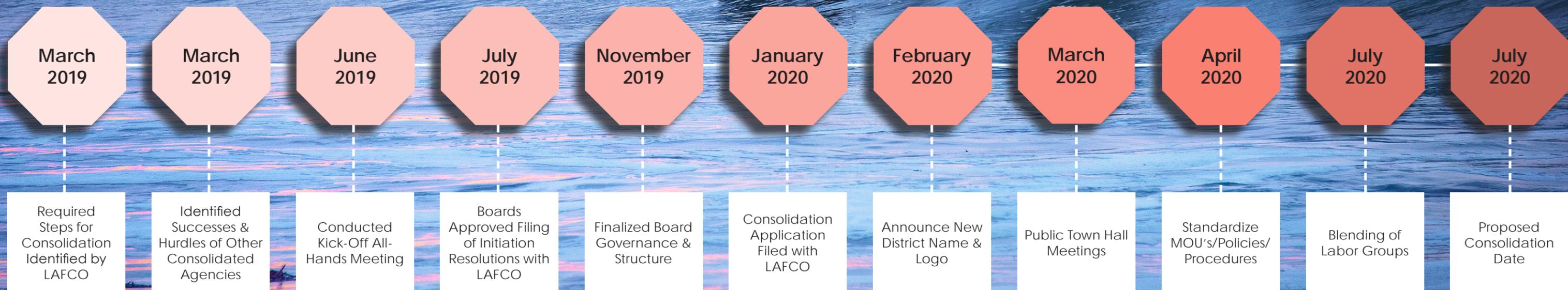
Throughout the year, several milestones were met: From aligning budgets to initializing resolutions; from property searches to agreeing on the Board of Governance for the new district; from conducting all-hands employee meetings (keeping all personnel informed of every aspect), to working with our Labor groups on seniority, vacation and station assignments, the committee has identified just about everything we need to do – and has either completed or is in the process of completing each and every task put before us.

As we look towards July 1, 2020 as a target date for implementing the formalized consolidation, there is still a lot of work to be done in order to reach that goal. Although diligent in identifying each and every element of the process, we are committed to not cutting corners – to do it right. The bottom line of this tremendous undertaking has been, and continues to be improving our ability to deliver a greater level of effective and efficient emergency response to the communities we proudly serve.

With all the effort that has been put forth so far by both District's, I would like to thank each of our respective Boards, Labor groups (Local 3605 [Central] and Local 3535 [Aptos]), Chief Officers, Management, Administration, and our Community Risk Reduction Division for their continued support.

Where we've been...

...and where we're going.



EXECUTIVE STAFF



Steven Hall
Fire
Chief



Scott Cullen
Division Chief
Operations



Todd Skrabak
Division Chief
Logistics



Scott Vahradian
EMS Chief
(EMSIA Funded)



Chad Akin
Battalion Chief
Training



Anthony Cefaloni
Battalion Chief
A Shift



Jeff Breasher
Battalion Chief
B Shift



John Walbridge
Battalion Chief
C Shift



Michael DeMars
Fire
Marshal



Marco Mack
Deputy Fire
Marshal



Nancy Dannhauser
Finance
Director



Gena Finch
Human Resources
Director

BOARD OF DIRECTORS



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



Kevin Walter
Term of Office:
1/2017 - 12/2020
Board Vice-Chair



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



Barry Franchi
Term of Office:
5/2017 - 12/2022
Director



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

ORGANIZATIONAL CHART



| | | | | | |
|---------------------|---|-----------------------------|------|---------------------------|---|
| FIRE CHIEF | 1 | CAPTAINS | 23 | FIRE INSPECTOR | 3 |
| DEPUTY FIRE CHIEF | 0 | FF/PARAMEDICS | 31 | | |
| DIVISION CHIEF | 2 | FIREFIIGHTERS | 20 | (*5 Funded Through EMSIA) | |
| HR DIRECTOR | 1 | ADMINISTRATIVE ASST. | *4.5 | | |
| FINANCE DIRECTOR | 1 | SENIOR FIRE APP. TECHNICIAN | 1 | | |
| FIRE MARSHAL | 1 | FIRE APP. TECHNICIAN | 2 | | |
| DEPUTY FIRE MARSHAL | 1 | LOGISTICS TECHNICIAN | 0 | | |
| BATTALION CHIEFS | 4 | CRR COORDINATOR | 1 | | |

OPERATIONS DIVISION

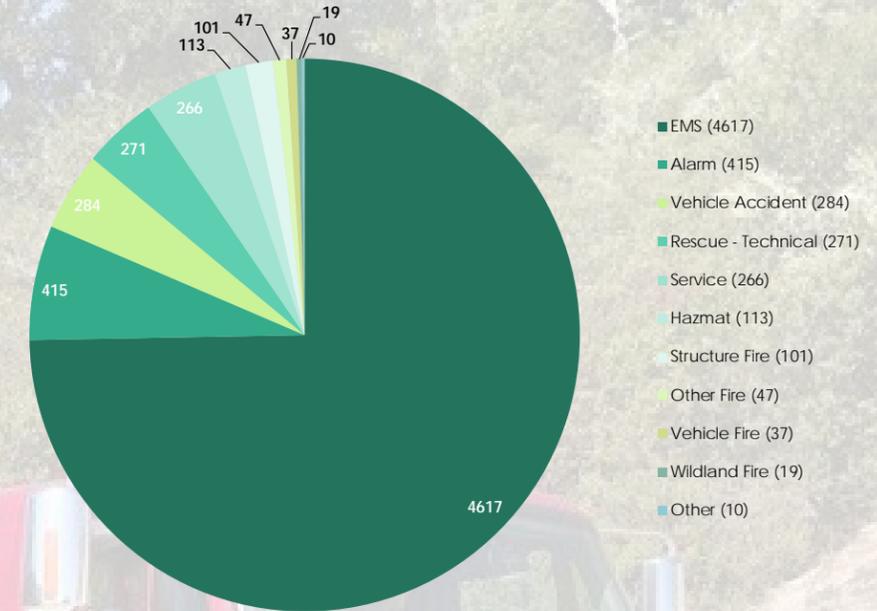
The Operations Division encompasses several program areas including Emergency Medical Services, Aquatic Rescue Response, Hazardous Materials, and Urban Search and Rescue. In 2019, the Operations Divisions for Central Fire Protection District and Aptos/La Selva Fire Protection District joined under a shared services contract as the two districts move towards consolidation. Under this shared services model, the Aptos/La Selva Fire Division Chiefs and the Central Fire Battalion Chiefs worked under a shared services agreement for duty coverage and program oversight. 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 listed below.

Highlights for 2019:

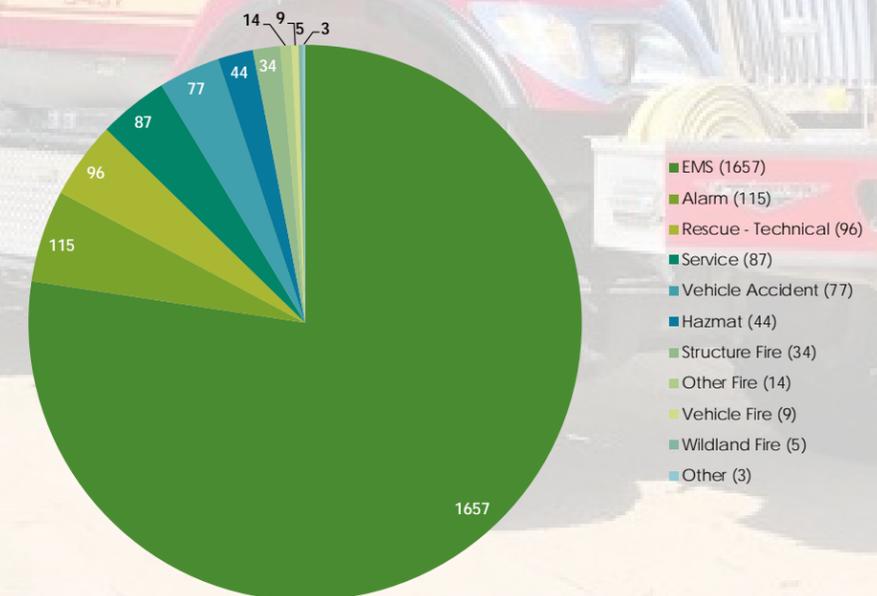
- Personnel sharing between both agencies for cross-district familiarization and constant staffing.
- The districts deployed Type 3 strike teams to support the local CAL FIRE unit during several local wind events that triggered PG&E Power Safety Shutoffs.
- Accepted delivery of several Rosenbauer apparatus: One Type 6, two Type 1 fire engines, and one Platform Ladder Truck.
- Purchased Arizona Vortex Rescue Tripods to assist with over the edge rope rescues.
- Provided continuing education for the District's EMT and Paramedic personnel to maintain their certification.
- Conducted monthly audits of late call data to EMS incidents to maintain a high level of patient care.
- Updated the records management system for NFIRS reporting, meeting State and Federal requirements.

INCIDENT SUMMARY

Incident Totals By Type - Overall

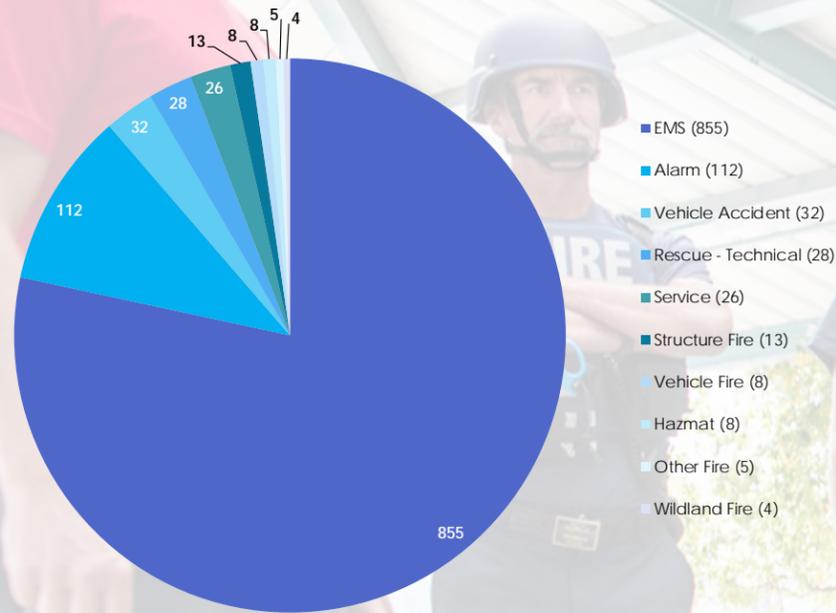


Incident Totals By Type - Live Oak

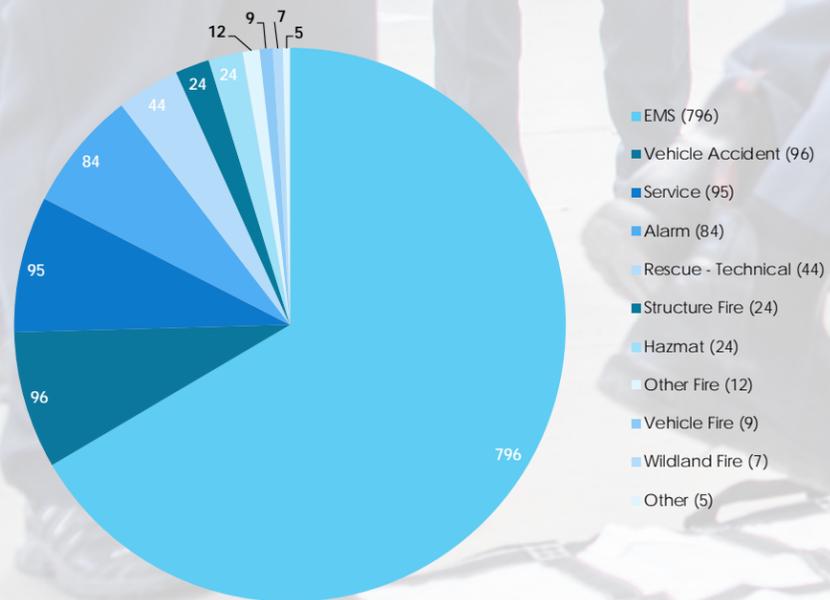


INCIDENT SUMMARY (CONT.)

Incident Totals By Type - Thurber

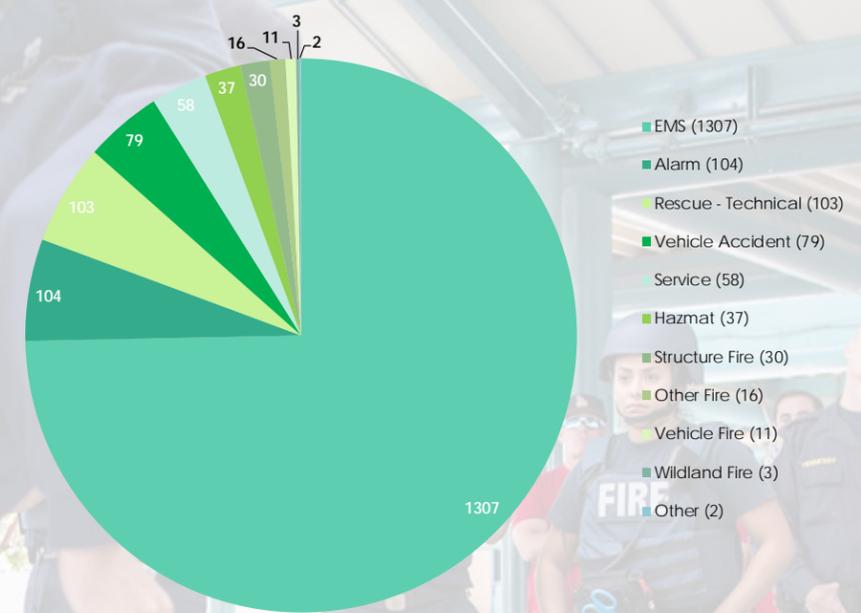


Incident Totals By Type - Soquel

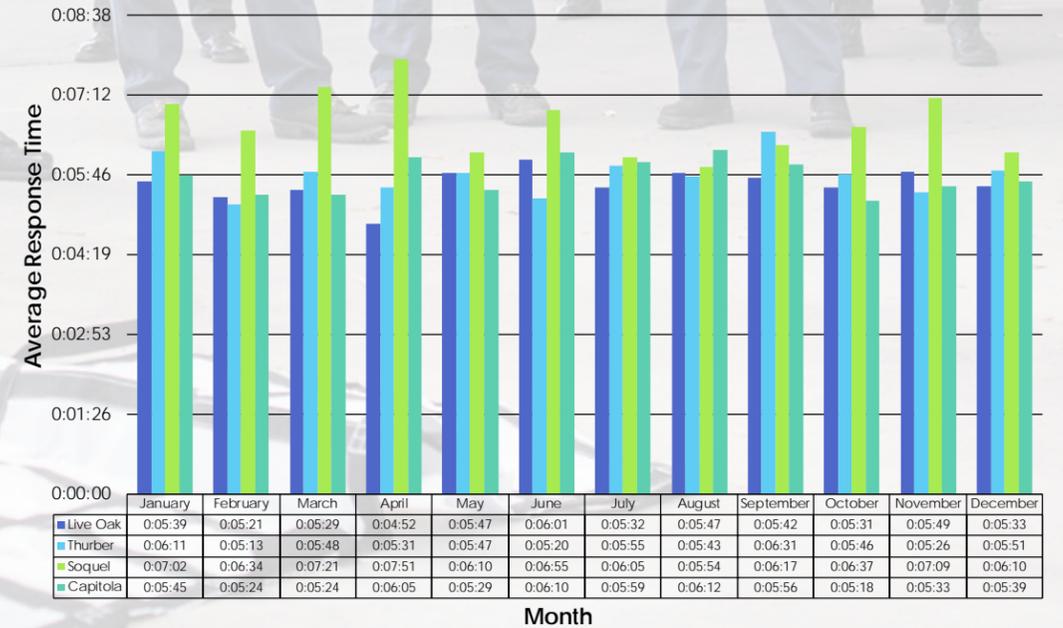


INCIDENT SUMMARY (CONT.)

Incident Totals By Type - Capitola

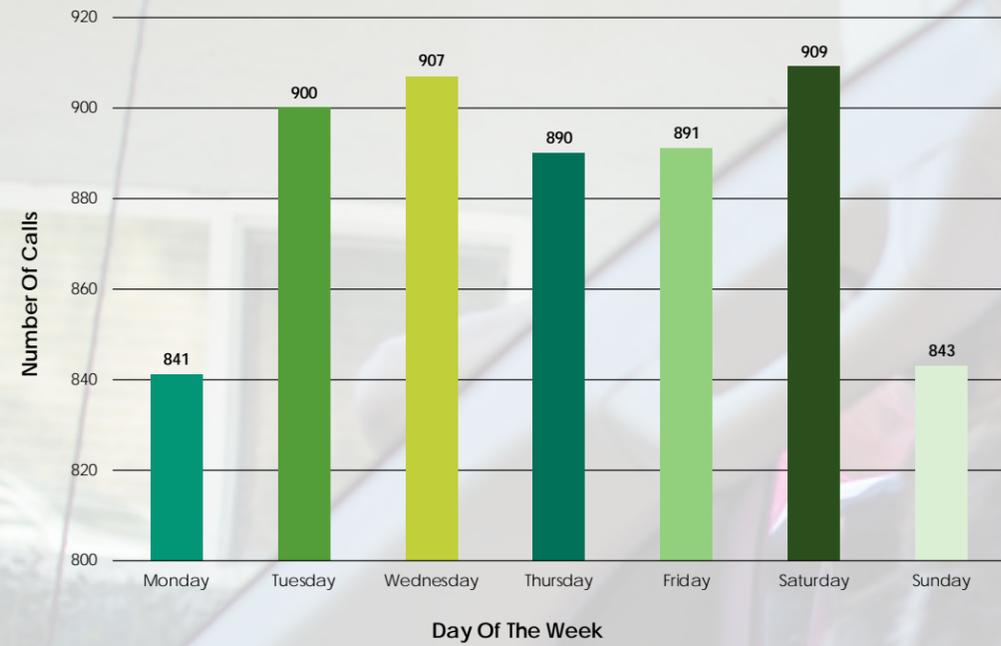


Average Response Time By Station

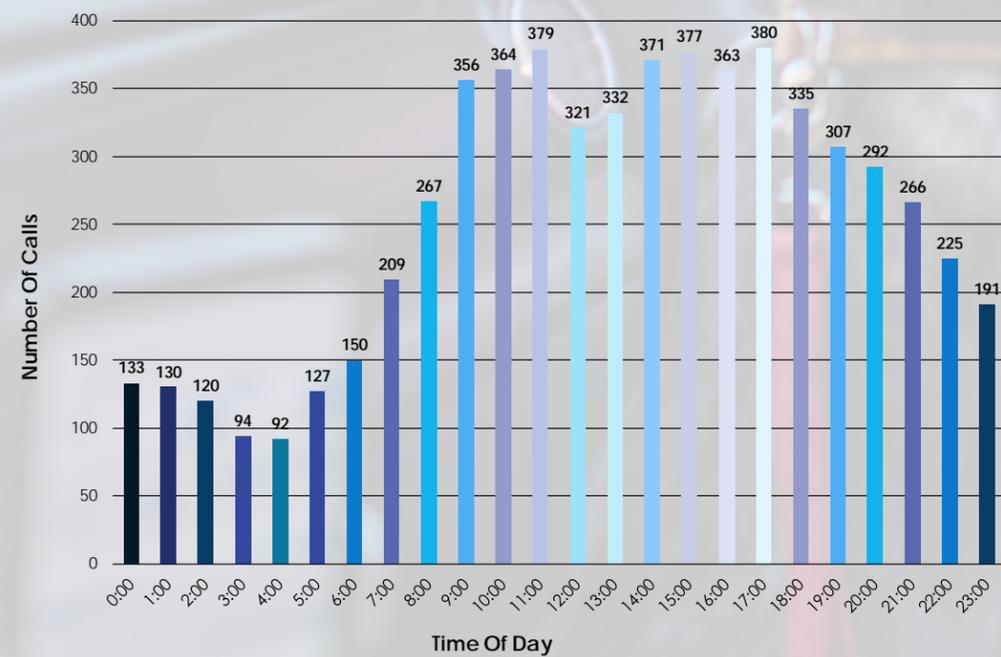


INCIDENT SUMMARY

Incidents By Day Of The Week

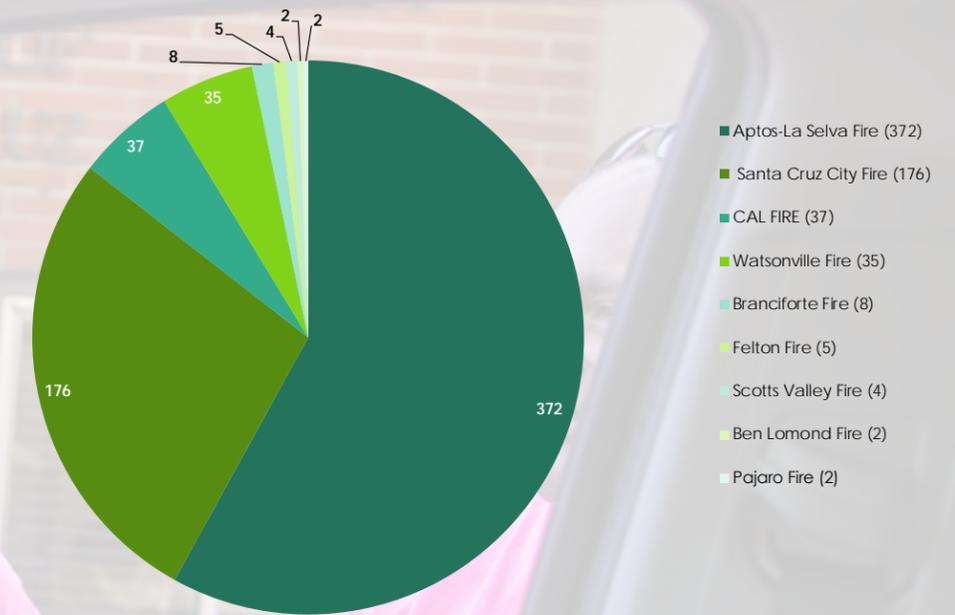


Incidents By Time Of Day

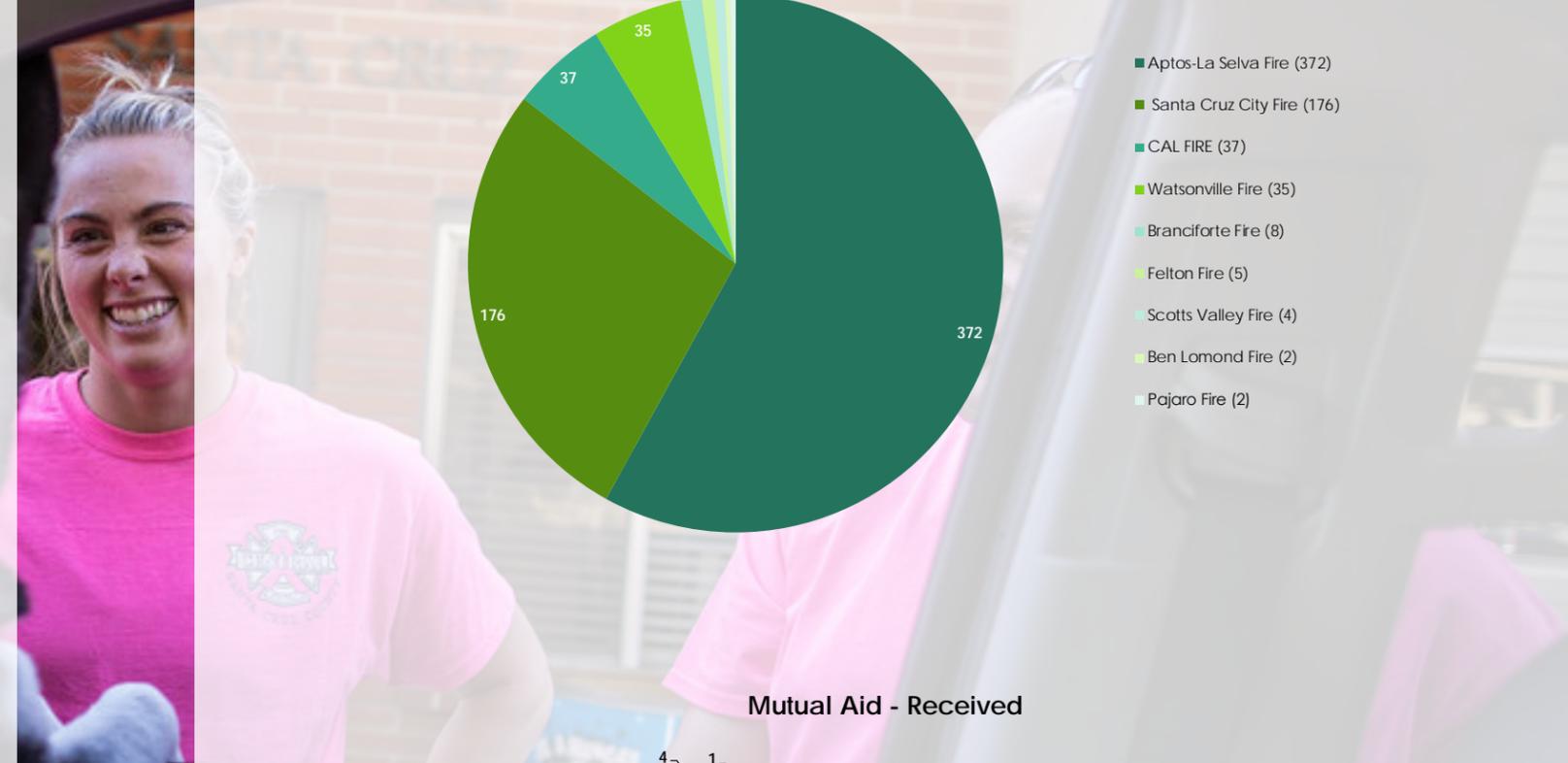
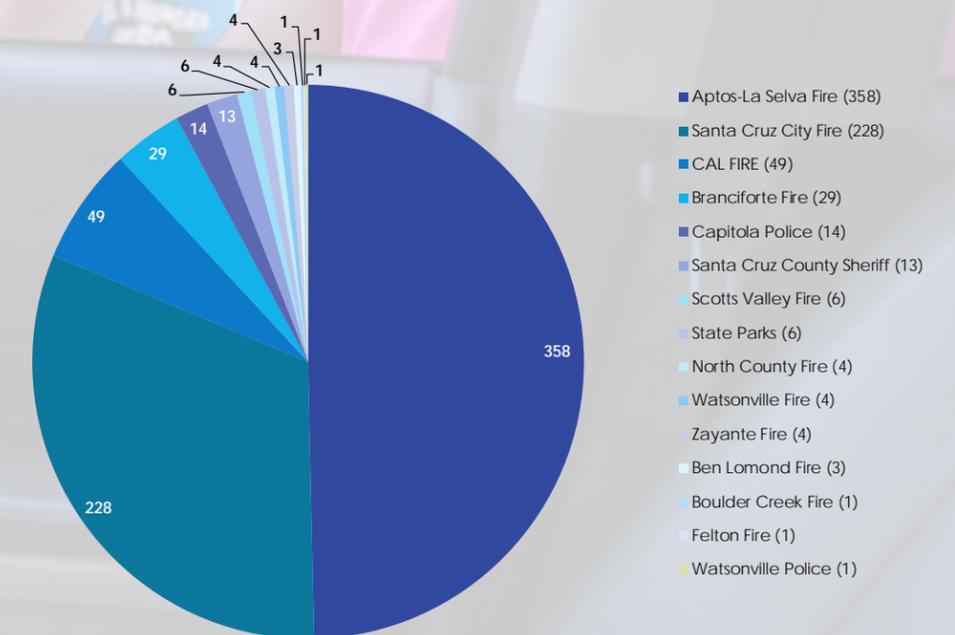


INCIDENT SUMMARY (CONT.)

Mutual Aid - Sent



Mutual Aid - Received



TRAINING DIVISION

In 2019, the Central Fire Protection District Training Division entered into a shared-services agreement with Aptos/La Selva Fire Protection District to provide standardized training to both districts. Under this shared services model, the Division added one full-time Training Captain and one full-time Administrative Assistant from Aptos/La Selva Fire. The Training Division formed a cadre to coordinate and deliver specialized training courses to both districts as well as to other fire agencies county-wide. The cadre implemented a synchronized calendar (block system) for various training topics, including but not limited to: Respiratory Protection, Structure Fire Fighting, Wildland, Rope Rescue, Truck Operations, Hazmat, Special Operations, Confined Space, and Urban Search and Rescue to agency personnel.

Highlights for 2019:

- Coordinated the inaugural Captain's Academy for Central Fire and Aptos/La Selva Fire. This academy instructed Firefighters and Firefighter/Paramedics interested in furthering their career in the fire service fire captain skills and responsibilities.
- Hosted a joint Fire Captain's Promotional Examination/Assessment Center. Results from this exam established an eligibility list for both agencies.
- Coordinated the Santa Cruz County Regional Firefighter Academy 20-01 and provided support for the Santa Cruz County Basic Firefighter Academy.
- Held weekly health and wellness yoga classes for safety and non-safety personnel.
- Hired 11 new Paid-Call Firefighters; 9 of which attended local firefighting academies.
- Assisted the District's EMT's and Paramedics with recertification.
- Documented approximately 16,500 combined training hours for Central Fire and Aptos/La Selva Fire.
- Implemented county-wide standardized training programs with other local fire agencies, including course delivery, a train-the-trainer program, common terminology, command and control and live fire training.
- Supported improvements to county-wide training facilities, including upgrades to the Ben Lomond Training Center and Watsonville training tower.
- Made improvements to the District's forcible entry door training props.
- Improved the available mobile technology and presentation devices (such as iPads and AV-related devices), enhancing the ability to deliver interactive training courses.
- Enhanced tools and equipment for constructing and maintaining realistic training props.

TRAINING DIVISION (CONT.)

In addition to these highlights, the Training Division facilitated the attendance of District personnel at the following classes and conferences:

- Administrative Fire Services Conference - California Fire Chiefs Association
- Board Secretary Conference
- Building Construction
- Burn Care
- California Chiefs Conference
- California Conference of Arson Investigators
- California Fire Prevention Institute
- California Public Employee Retirement System Conference
- California Society of Municipal Finance Officers Conference
- California Special Districts Association Conference
- CalPELRA Conference
- Chief Fire Officer
- Fire Districts Association Conference
- Fire Inspector
- Firing Operations
- Fresno Training Symposium
- Government Finance Officers Association Conference
- Government Social Media Conference
- Grant Writing and Management
- Hazmat Continuing Challenge
- Incident Reporting
- International Association of Fire Chiefs FORCE Conference
- Leadership in Action
- Lorman Professional Services
- Mastering Fire Service Leadership
- Mastering the Fire Ground
- Northern California Training Officers Conference
- Office of the State Fire Marshal Statutes and Regulations
- Project Mayday
- Public Agency Risk Management Association Conference
- Risk Assessment
- Safety Officer
- Single Resource Crew Boss
- Social Media For Safety Conference
- Sports Performance
- Wildland Urban Interface

COMMUNITY RISK REDUCTION

2019 was a year of growth for the Community Risk Reduction Division. With the consolidation of the Division with Aptos/La Selva Fire Protection District under a shared services agreement, the Division is now fully staffed with 1 Fire Marshal, 1 Deputy Fire Marshal, 3 Fire Inspectors and a Community Risk Reduction Coordinator. In addition, the joint Community Risk Reduction Division had three part-time defensible space inspectors working during the 2019 fire season.

Highlights for 2019:

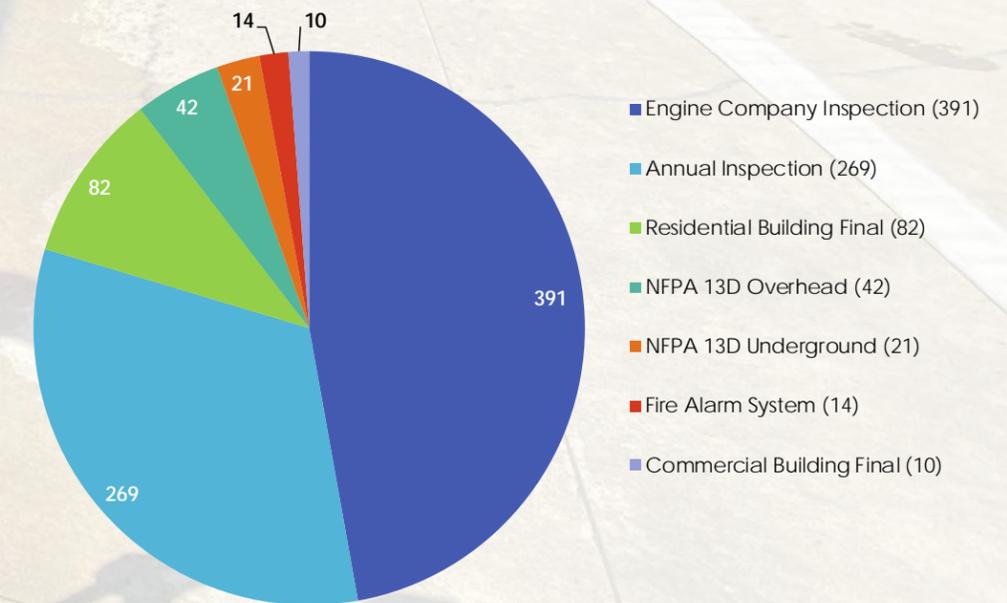
- For Central Fire, the Division completed 7 Commercial Final Inspections, 49 Residential Final Inspections, 269 Annual Inspections, 202 Engine Company Inspections, and 642 Defensible Space Inspections.
- Participated in several community outreach activities including:
 - Fire Prevention Week Open House
 - Holiday Toy Drive
 - Smoke alarm installation and battery replacement program.
 - Fire extinguisher trainings for businesses and neighborhood groups.
 - Fire Safety and Disaster Preparedness presentations and Q&A sessions.
- Gained approval from the Board of Directors for Ordinance 2019-01 which adopted the 2019 edition of the California Fire Code. The City of Capitola has also approved Ordinance 1035, which adopts the 2019 edition of the California Fire Code.
- Began establishing a defensible space inspection and enforcement plan to implement during the 2020 fire season. The Division's Deputy Fire Marshal will be working with the defensible space inspectors to help residents living in the urban wildland interface learn best practices to protect their homes and commit to maintaining their property annually. Connections have also been established with several home owners associations in the rural areas of the District with a long term goal of establishing Fire Wise Communities.
- Under the shared services model, analyzed differences in day-to-day operations between the Central Fire and Aptos/La Selva Fire Community Risk Reduction Divisions and worked to implement best practices. These areas included inspection practices, data entry and record keeping in Emergency Reporting, fire alarm system requirements and weed abatement program management and enforcement.

In addition to the highlights above, personnel for the Community Risk Reduction Division also attended the following classes and conferences:

COMMUNITY RISK REDUCTION (CONT.)

- California Fire Prevention Institute Conference
- California Conference of Arson Investigators
- Statutes and Regulations
- Community Risk Reduction Leadership Conference
- Cannabis Extraction & the Fire Code
- Fire Inspector 2A, 2B, 2C and 2D
- CFC/CBC Means of Egress
- Plans Examiner 1B and 1C

Priority Inspections By Type



LOGISTICS DIVISION

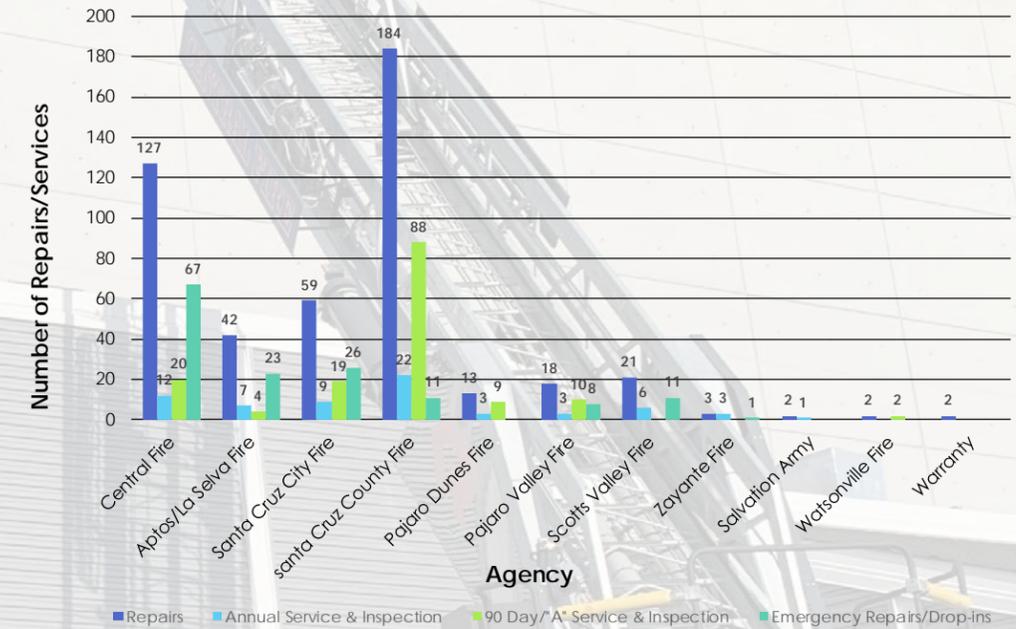
The Logistics Division is responsible for maintaining the operational readiness of the District's apparatus fleet and support vehicles, as well as providing contract services for fleet maintenance to other fire agencies located within Santa Cruz County. In addition, the Division coordinates supply ordering and facilities maintenance for all District facilities.

Highlights for 2019:

- The Division's Fire Apparatus Technicians completed 473 Repair Orders, 66 Annual Service & Inspections, 152 "A" Service/90 Day Inspections and assisted Santa Cruz County fire agencies with 147 at-scene or emergency service calls.
- Added one additional full-time Fire Apparatus Technician.
- Researched and implemented cleaner-burning diesel fuel for use in the District's apparatus. Renewable diesel fuel has been gaining popularity across the nation. The product is made from 100% renewable and sustainable resources, contains no sulfur, oxygen or aromatics. This results in a cleaner burning fuel when compared to conventional petroleum based hydrocarbon fuel. The cleaner burn results in less greenhouse gases, less exposures to personnel and reduced maintenance costs. It is fully compatible with conventional and bio-diesel products. It can be mixed with conventional diesel at any concentration.
- The Central Fire Fleet Maintenance Facility Project plans are moving forward. In December 2019 the permit application was filed and plans submitted.
- Implemented a single-point ordering and distribution program for materials and supplies required for the routine operation, maintenance and cleaning of the buildings and apparatus operated by the District.

LOGISTICS DIVISION (CONT.)

Fleet Maintenance By Agency



ADMINISTRATIVE DIVISION

The Administrative 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.

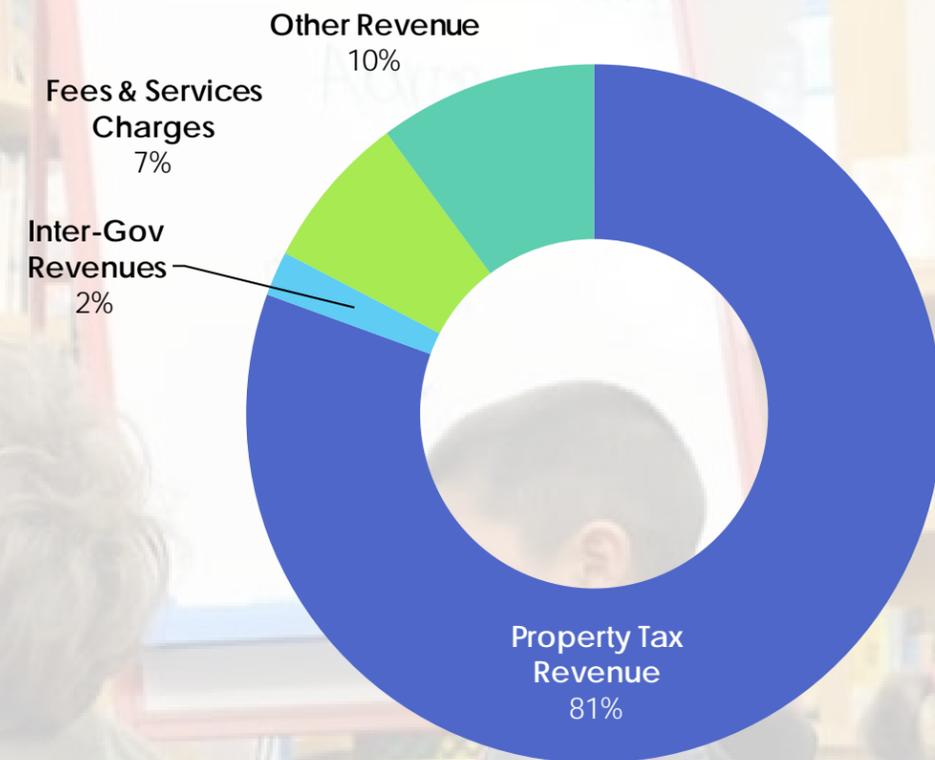
Human Resources provides services including recruitment, hiring, compensation, equal employment opportunity, group benefits administration, workers' compensation and the employee assistance program. It ensures the District complies with all laws, as well as District Personnel Rules and Regulations and 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 2019:

- Processed approximately \$9.5 million in payroll, over the course of 26 pay periods.
- Created agenda packets for 22 Board and Committee meetings including backup documentation, resulting in approximately 175 total hours spent developing the agenda packets.
- Provided support and data to the negotiation Ad-hoc Committee for the negotiation process with three bargaining groups.
- Created a new position, Logistics Technician, which included developing a job description and salary schedule.
- Conducted recruitments and new hire testing for the positions of: Paid-Call Firefighter, Firefighter, Fire Captain, Fire Inspector, Community Risk Reduction Coordinator, Apparatus Technician, and Logistics Technician.
- Hired 3 new employees.
- Completed over 150 hours of continuing education to keep apprised of legislative and implementation changes to worker safety, human resources, payroll, discrimination, workers' compensation, and fire service leadership.

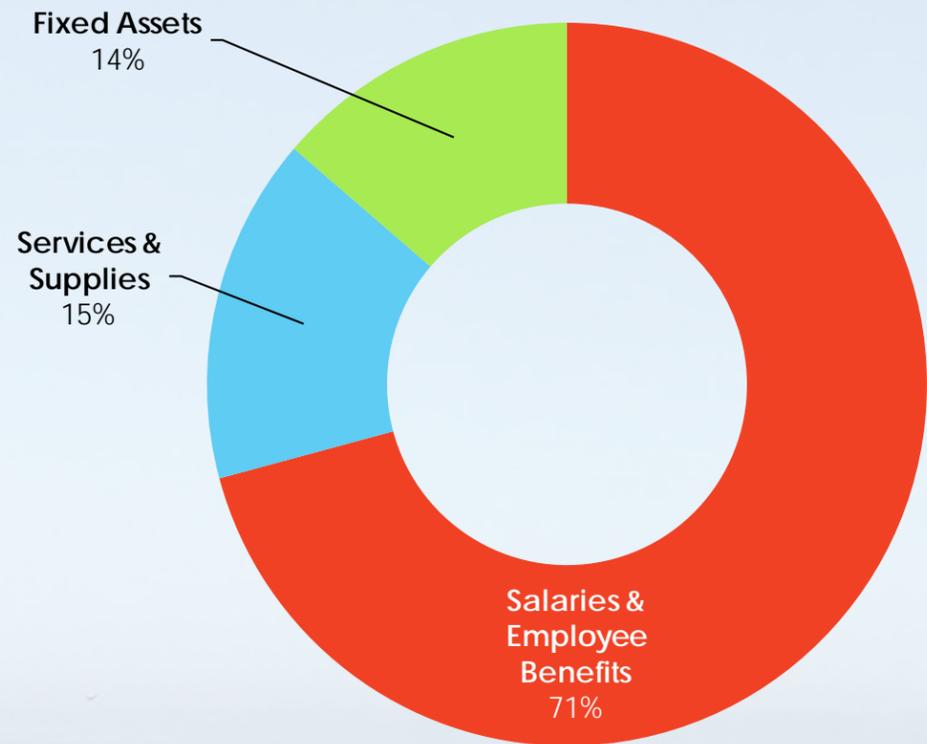
ADMINISTRATIVE DIVISION (CONT.)



Financing Sources

| | |
|-------------------------|---------------------|
| Property Tax Revenue | \$18,266,270 |
| Inter-Gov Revenues | \$468,438 |
| Fees & Services Charges | \$1,641,036 |
| Other Revenue | \$2,303,771 |
| TOTAL | \$22,679,515 |

ADMINISTRATIVE DIVISION (CONT.)



Expenditures

| | |
|------------------------------|---------------------|
| Salaries & Employee Benefits | \$15,941,582 |
| Services & Supplies | \$3,486,967 |
| Fixed Assets | \$3,084,454 |
| Total | \$22,513,003 |

Capital Set-Asides

| | |
|---------------------|--------------------|
| Capital Replacement | \$3,279,983 |
| Total | \$3,279,983 |

FACILITIES



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



Community Risk Reduction Office
6934 Soquel Drive
Aptos, CA 95003



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



Logistics/Fleet Services
410 Kennedy Drive
Capitola, CA 95010



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