



# APTOS/LA SELVA FIRE PROTECTION DISTRICT

2018 Annual Report



WE PROUDLY SERVE...



APTOS



LA SELVA



RIO DEL MAR



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# CHIEF'S MESSAGE

I want to express my appreciation and gratitude to the women and men of Aptos/La Selva Fire Protection District and Central Fire Protection District for making this Annual Report possible. One of the objectives of this Annual Report is to provide an overview of Aptos/La Selva Fire Protection District. This includes statistics, demographics, facilities, and accomplishments. As the Fire Chief, I established three priorities: working to become a value-based organization, identifying operational efficiencies, and improving succession planning.

The first process in working towards a value-based organization required the members of Aptos/La Selva Fire Protection District to validate the District's Mission Statement and Values. Next, we initiated the process of updating operational, administrative and fiscal policies and procedures.

Additionally, upon my arrival in April of 2018, we set a goal of reducing duplication of efforts, improving operational efficiencies, and improving our service delivery model. Shared-service agreements with Central Fire Protection District were put into place to add depth of staff to improve coordination and collaboration with the community members of the District, neighboring communities and visitors.

The third priority was to use a comprehensive approach to provide opportunities for succession planning throughout the Operations and Community Risk Reduction ranks to ensure continuity of our mission statement and values.

These priorities outline the best course for Aptos/La Selva Fire Protection District personnel to serve the community, businesses, and visitors, and to assist surrounding communities. Looking forward, I hope this Annual Report sets the foundation for our organization to communicate the over-arching plans to further enhance our effective service delivery model to the Aptos/La Selva Fire Protection District community.

Respectfully,



Aaron Lowe

Fire Chief

# WHO WE ARE

Aptos/La Selva Fire Protection District serves the residents, businesses, and visitors to Aptos, Rio Del Mar, and La Selva Beach. The 27 square-mile coverage area is home to 30,000 permanent residents and features diverse natural features and attractions for both residents and tourists. The District is an all-hazards fire district, providing structural fire suppression, wildland-urban interface firefighting, advanced life support emergency medical services, aquatic rescue, over-the-edge (angled) rescue, and urban search and rescue services to the community.

The District operates 3 fire stations and an administration office. In 2018, the District employed a workforce consisting of 9 Firefighters, 12 Firefighter/Paramedics, 9 Fire Captains, 3 Division Chiefs, 1 Fire Marshal, 1 Fire Inspector, 2 seasonal LE 100 Inspectors, 1 Fire Chief, 1 Director of Business Services, and 2 Administrative Assistants. These personnel are distributed between the District's Suppression Personnel, Fire Prevention Bureau, Management Team, and Administrative Staff.

Aptos/La Selva Fire Protection District is governed by a five-member Board of Directors, members of which are elected to four-year staggered terms. The Board of Directors provides oversight to the District and represents the residents and businesses of the communities we serve.



# EXECUTIVE STAFF



**Aaron Lowe**  
Fire Chief



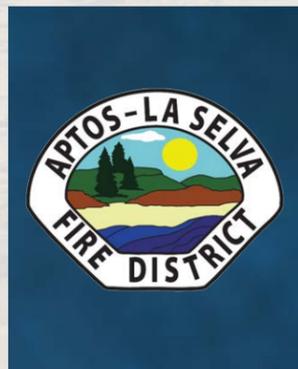
**Todd Skrabak**  
Division Chief  
Training  
A Shift



**Trevor Dirksen**  
Division Chief  
Fire Prevention  
B Shift



**Scott Cullen**  
Division Chief  
Operations  
C Shift



**Scott Vahradian**  
EMS Chief  
(EMSIA Funded)



**Tracy New**  
Director of  
Business Services

# BOARD OF DIRECTORS



**Joe Foster**  
Term of Office:  
2015 - 2020  
Board President



**George Lucchesi**  
Term of Office:  
2016-2020  
Board Vice-President



**Jim Abendschan**  
Term of Office:  
2010-2018  
Director

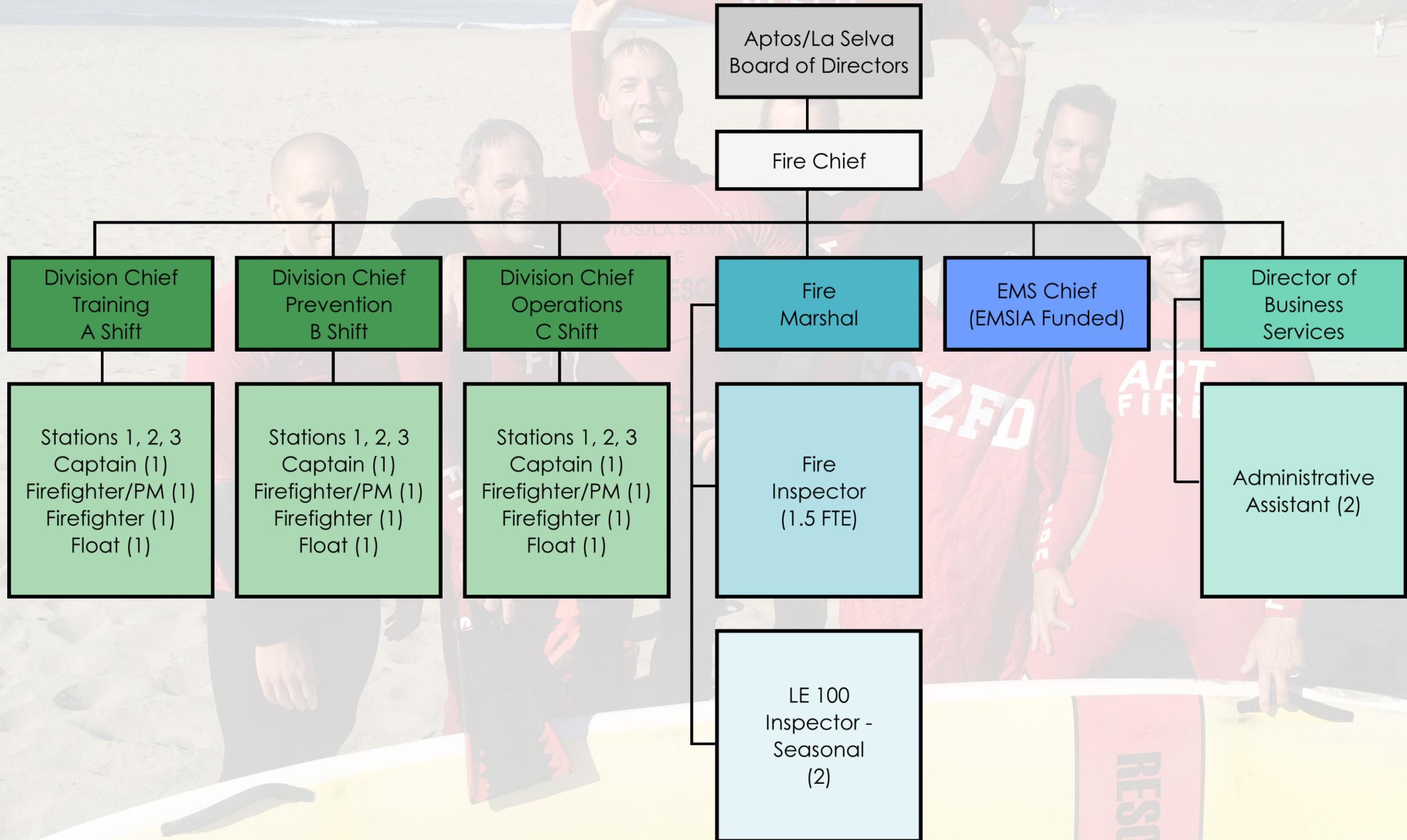


**Vincent Hurley**  
Term of Office:  
2000-2018  
Director



**Robert Spisak**  
Term of Office  
2008-2020  
Director

# ORGANIZATIONAL CHART



# OPERATIONS DIVISION

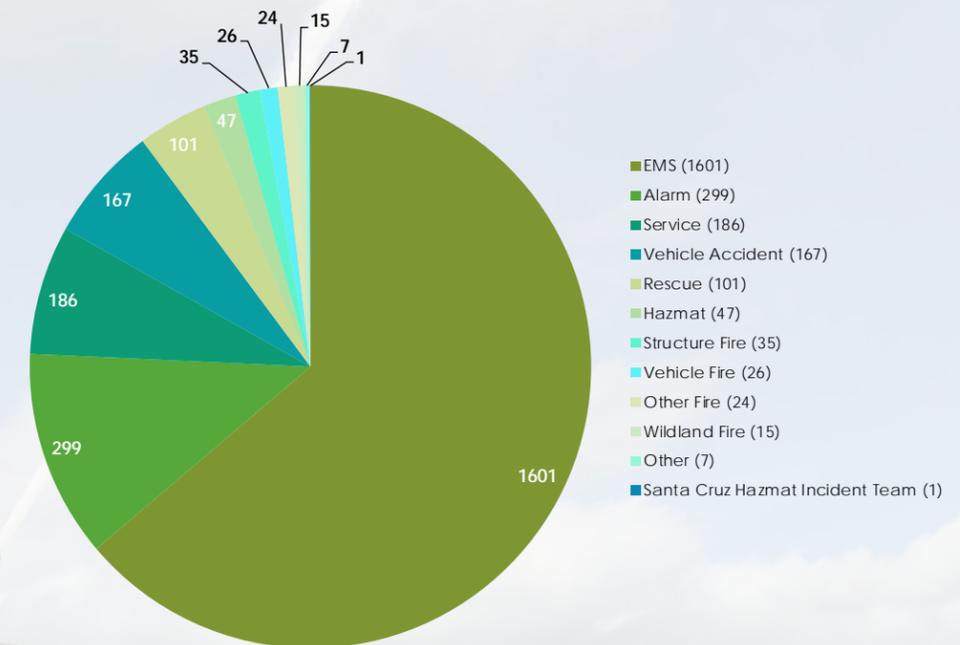
The Operations Division encompasses several program areas including Emergency Medical Services, Aquatic Rescue Response, Hazardous Materials, and Urban Search and Rescue. In addition, our Operations personnel often assist neighboring agencies throughout Santa Cruz County and are often deployed around the State, as part of California Master Mutual Aid, to assist with wildfire suppression efforts.

## Highlights for 2018:

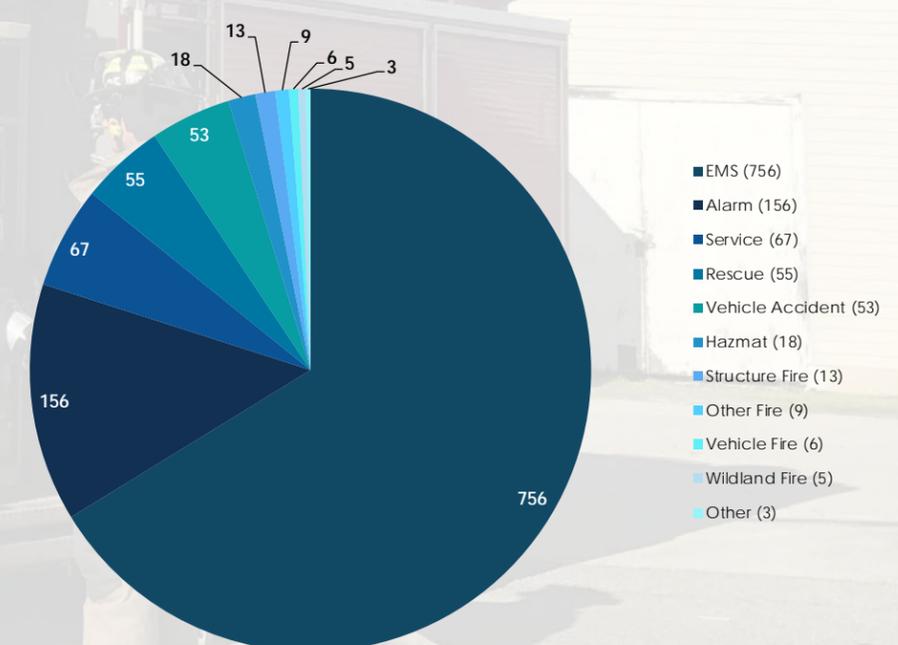
- Deployed strike teams to seven (7) out-of-district wildland incidents: the Airline Fire, Pawnee Fire, Cranston Fire, Mendocino Complex, Snell Fire, and Camp Fire. Participated in two State pre-position assignments. Augmented the local CAL FIRE Unit as part of "Assistance By Hire" and responded to several in-County wildland incidents.
- Accepted delivery of a second Rosenbauer Type 1 fire engine.
- Completed the specification and ordering process for a new 2000-gallon Water Tender, to replace the current 1987 Water Tender.
- Completed the specifications, ordering and receipt of upgraded Scott Air Pak X3 Pro Self Contained Breathing Apparatus (SCBAs).
- Upgraded all the District's apparatus and vehicle mobile radios, to provide for greater operability and industry standard compliance.
- In conjunction with other local fire agencies, received Homeland Security Grant funded ballistic helmets and bulletproof vests for use during unified responses to violent incidents.
- Assisted the County's Emergency Medical Services Integration Authority with the implementation of an electronic narcotic tracking and accountability system, utilized by the Advanced Life Support (ALS) fire agencies.
- Provided continuing education for the District's EMT and Paramedic personnel to maintain their certification.
- Augmented the County-contracted ambulance transport provider during peak operational periods with the District's capable transport ambulance.
- Implemented a new workforce scheduling and resource management software program, to provide for more accurate staffing accountability and fiscal responsibility.
- Updated the records management system for NFIRS reporting, meeting State and Federal requirements.

# INCIDENT SUMMARY

### Incident Totals By Type - Overall



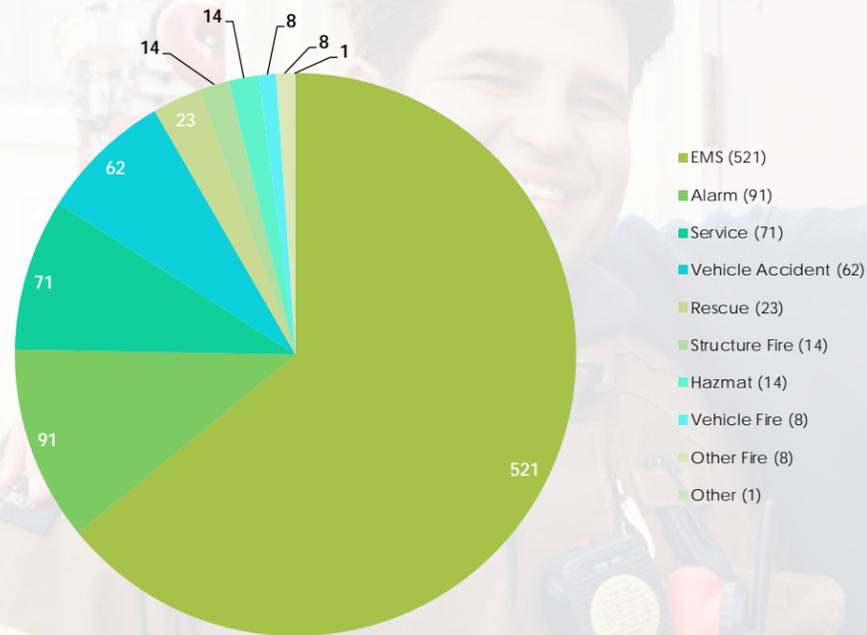
### Incident Totals By Type - Station 1



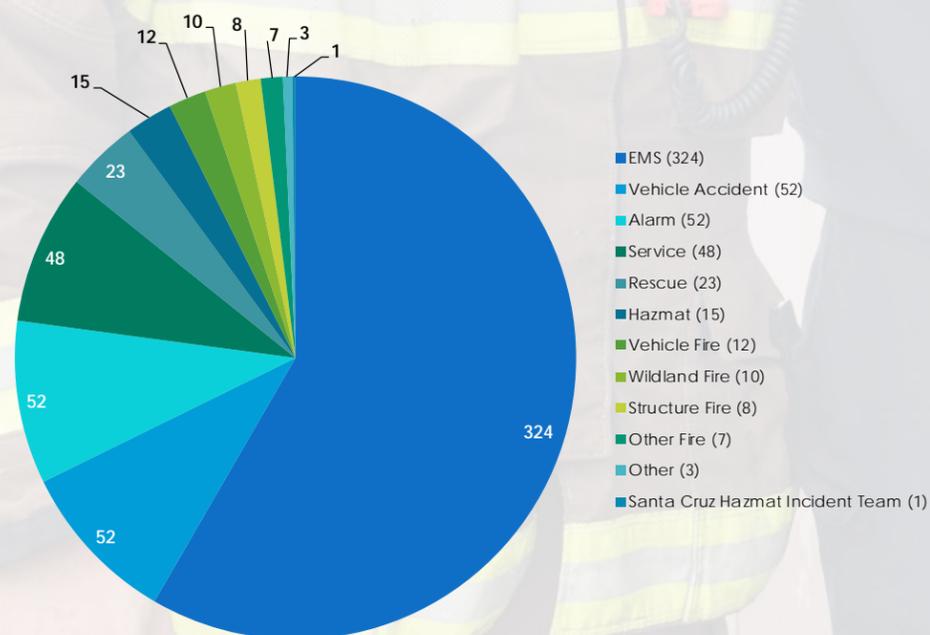
Nominal discrepancies in incident numbers are possible due to dispatch system changeover on 4/17/18.

# INCIDENT SUMMARY (CONT.)

### Incident Totals By Type - Station 2



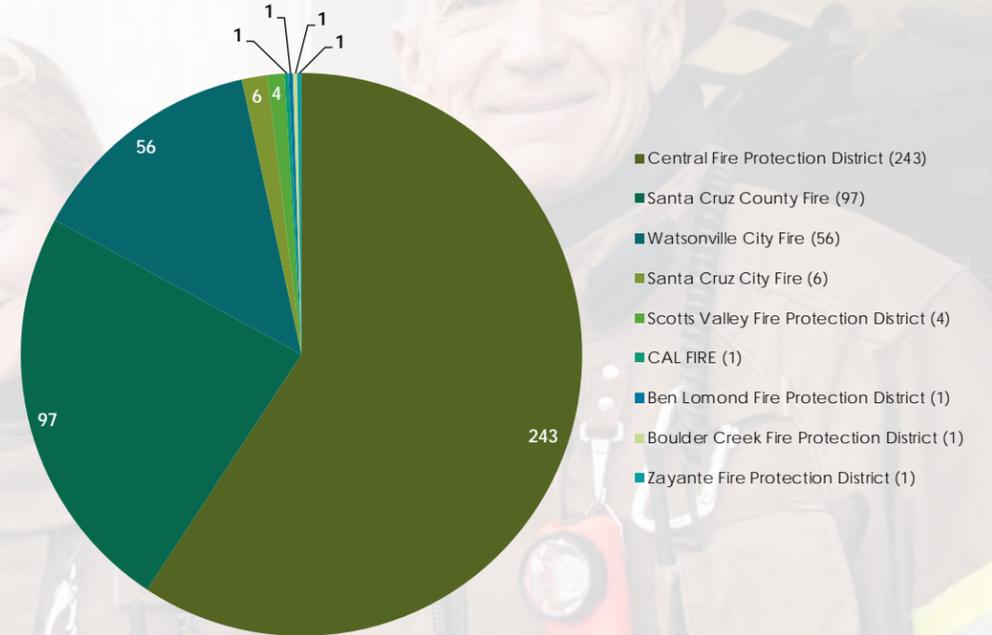
### Incident Totals By Type - Station 3



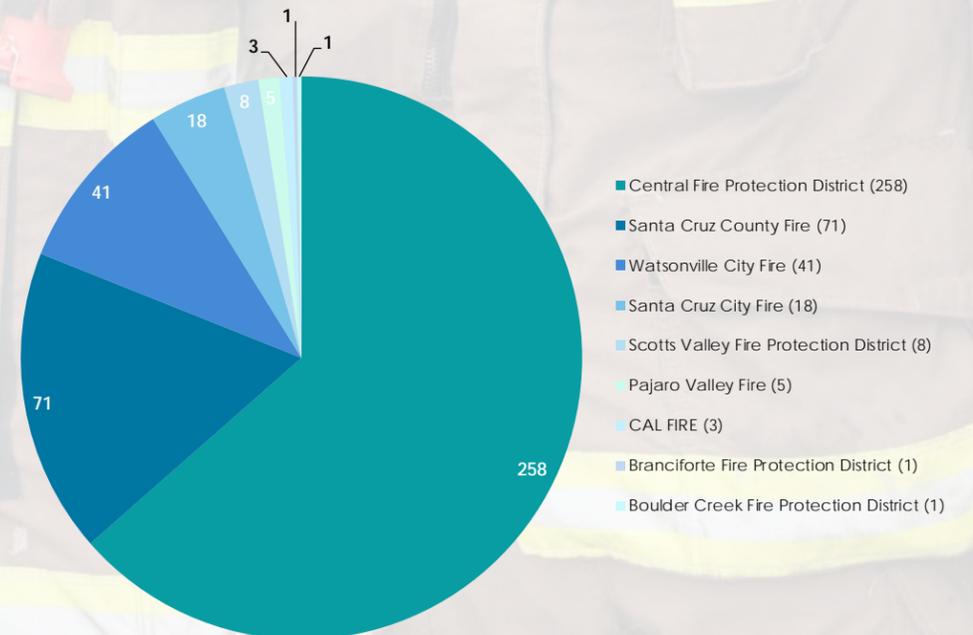
Nominal discrepancies in incident numbers are possible due to dispatch system changeover on 4/17/18.

# INCIDENT SUMMARY (CONT.)

### Mutual Aid - Received

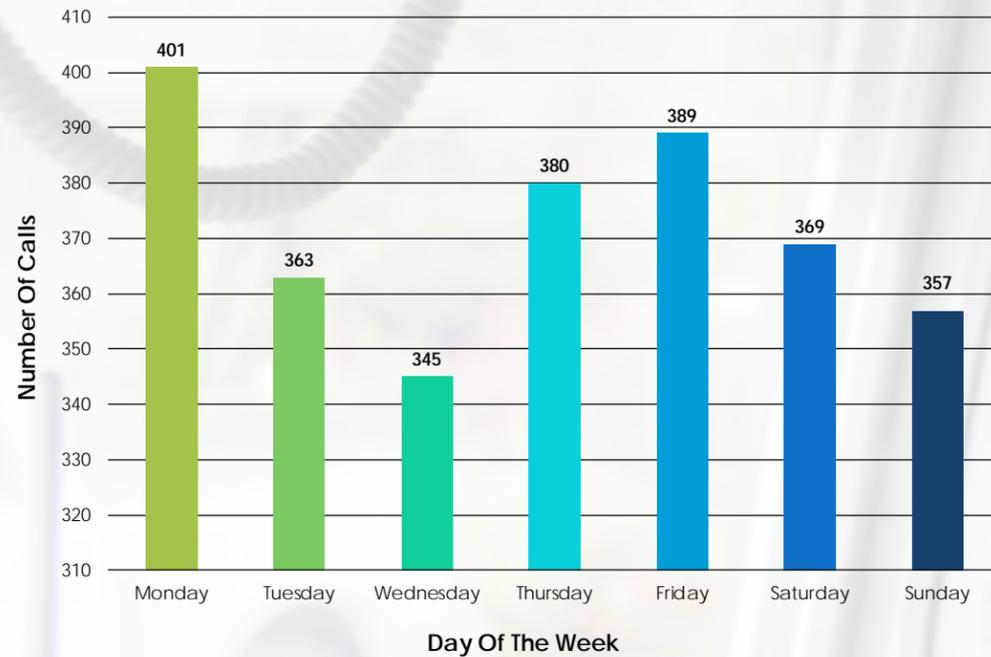


### Mutual Aid - Sent

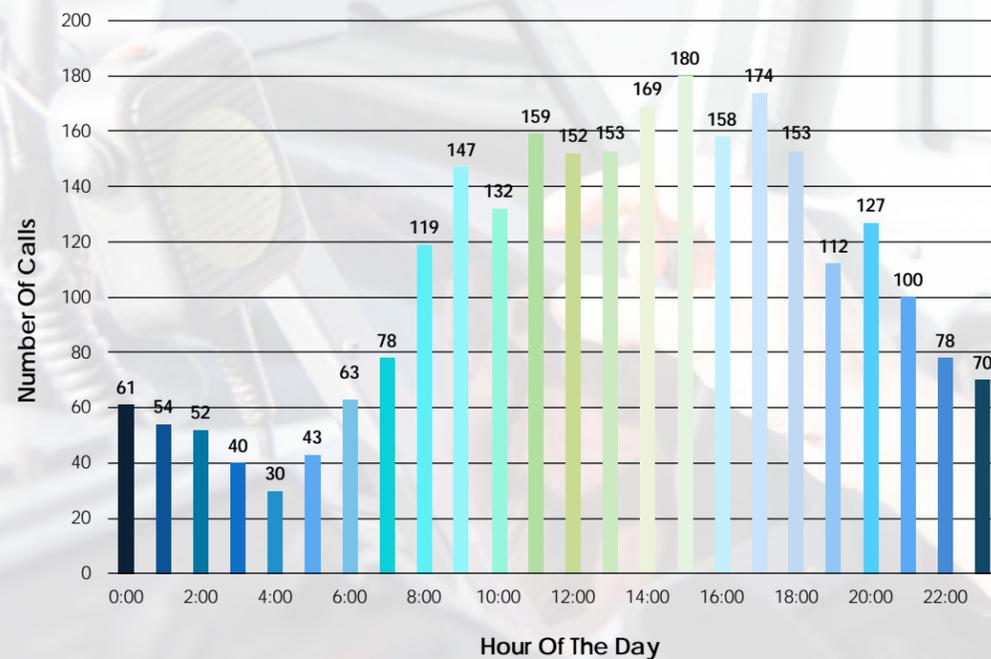


Nominal discrepancies in incident numbers are possible due to dispatch system changeover on 4/17/18.

**Incidents By Day Of The Week**



**Incidents By Time Of Day**



The District uses a variety of technology to support its operations and to enhance service delivery to the community. As advances in technology occur, the IT Division implements these advances to improve and streamline how the District does business.

Highlights for 2018:

- 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 iPad 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.
- Supported the increased coordination and shared services between the District and Central Fire Protection District by working to make sure personnel moving between districts have access to both district's data.

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

# TRAINING DIVISION

The primary function of the District's Training Division is to ensure that all personnel have the basic and advanced core competencies necessary to respond safely to any type of emergency. Ongoing skills training, education, and pursuing State and National Certification tracks help achieve this. The Division's success is heavily dependent on the participation and dedication of the line personnel who are certified to provide the highest level of training to their fellow personnel. Company Officers and Subject Matter Experts deliver the bulk of the District's in-house training, as well as provide input into policy and procedure development.

## Highlights for 2018:

- Completed revision of the District's Acting Captain and Acting Chief Officer programs. The District now has training task books for each rank.
- Developed a professional development track that provides a path from Probationary Firefighter to Chief Officer.
- Provided oversight and support to members in the Acting Captain program and personnel seeking professional certifications.
- Provided oversight and support to engine crews that trained four Probationary Firefighters.
- Continued to develop the District's Subject Matter Experts (SMEs).
- Provided mandated and compliance training. Examples are Respiratory Protection, Infection Control, Hazardous Materials Refresher, and Wildland Fire Safety Refresher.
- Participated in the following County Wide Drills:
  - Monthly County Training Officers Company Performance Standards
  - Simulated Response to Violent Incidents; a multi-jurisdictional drill that included Law, Fire, EMS, and the county hospitals.
  - Simulated Hazardous Materials Release with the 95th Civil Defense Team and the County HazMat team. This drill also included Law, EMS and the county hospitals.
- Supported personnel developing their skills under the California Incident Command Certification System.
- Administered the District's Career Development Training. Fourteen personnel attended thirty classes and symposiums.
- Courses completed by District personnel:
  - Firefighter Self-Survival
  - Live Structural Fire Training and Fire Behavior

# TRAINING DIVISION (CONT.)

- Wildland Fire Behavior
- Driver and Pump Operator Training
- Off-Highway Driver Safety
- Company Officer and Chief Officer – Incident Command, Human Resource, and Management
- Instructor and Skills Evaluator
- Air Operations
- Auto Extrication
- Hazardous Materials Incident Command
- Fire Investigation

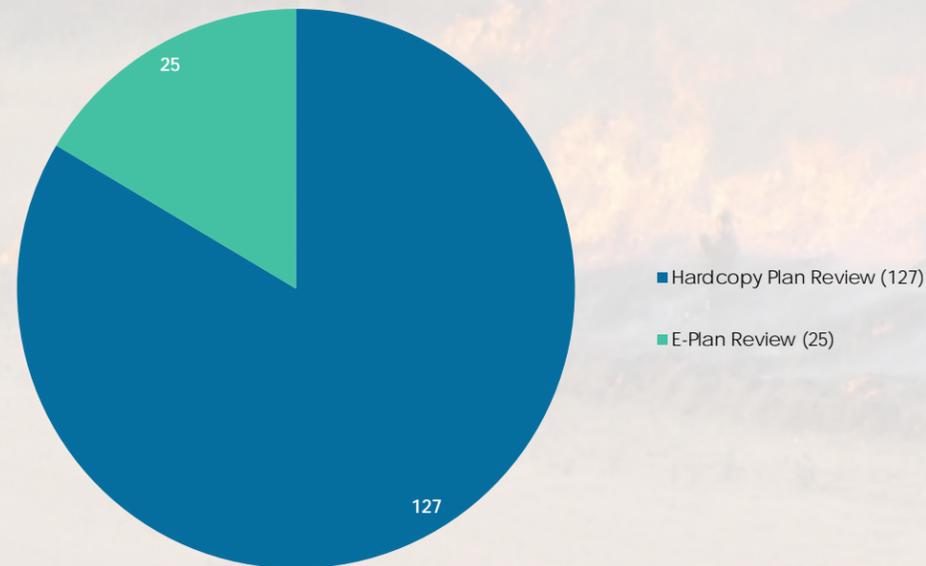
# FIRE PREVENTION DIVISION

The Fire Prevention Division oversees life safety inspections, community education, plan reviews, defensible space inspections, the District's weed abatement program, and more.

Highlights for 2018:

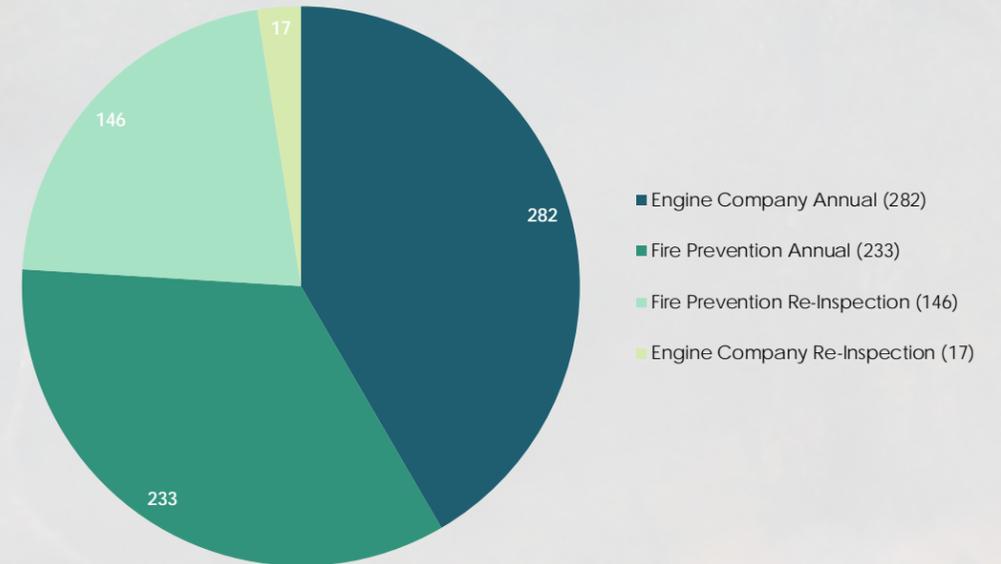
- Hired one full-time Fire Inspector and one half-time Fire Inspector. The half-time Fire Inspector works full-time, with a 50-50 split between Aptos/La Selva Fire Protection District and Central Fire Protection District.
- Implemented a new structure within the Division that allows for career development and internal succession planning. This also provided the opportunity to evaluate and streamline practices.
- Continued work on the Aptos Village Project. Phase One of the project is nearing completion and the ground breaking for Phase Two will commence in 2019. The project has been built to the safest and most current fire codes.
- Continued work on the Rancho Del Mar re-development project. The project has resulted in important upgrades to the fire sprinkler systems, fire alarm systems, and more.
- Worked with the Fire Prevention Division from Central Fire Protection District to prepare for implementation of a shared Fire Prevention Bureau, to be rebranded as the Community Risk Reduction Division, in 2019. This shared model will provide efficiency and consistency in the delivery of fire prevention services to the public. These services include, but are not limited to, fire and life safety code enforcement, public outreach and education, and construction plan review.

Plan Reviews By Type

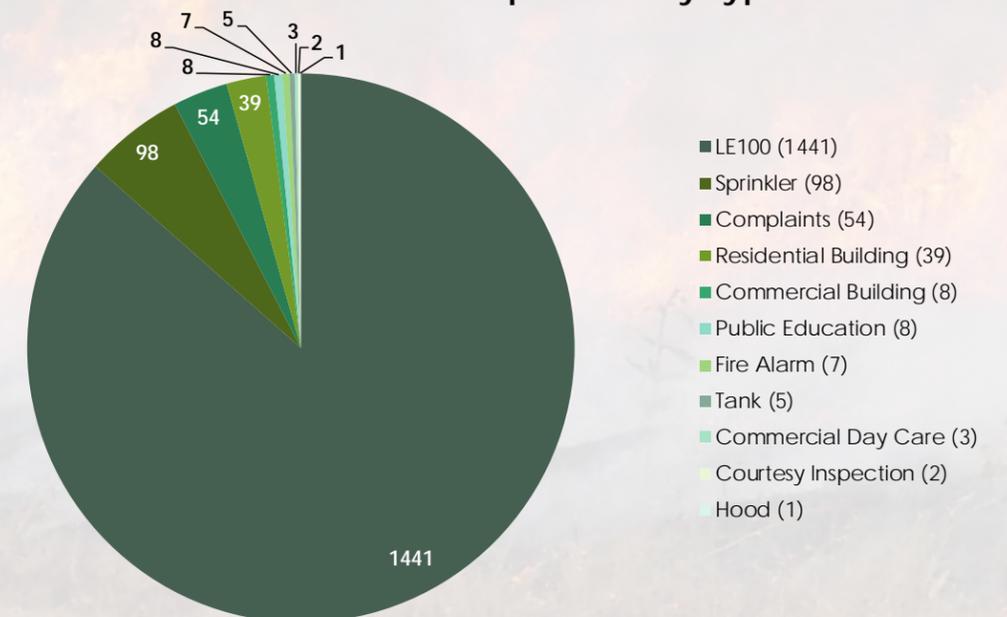


# FIRE PREVENTION DIVISION (CONT.)

Annual Inspections By Type



Construction Inspections By Type



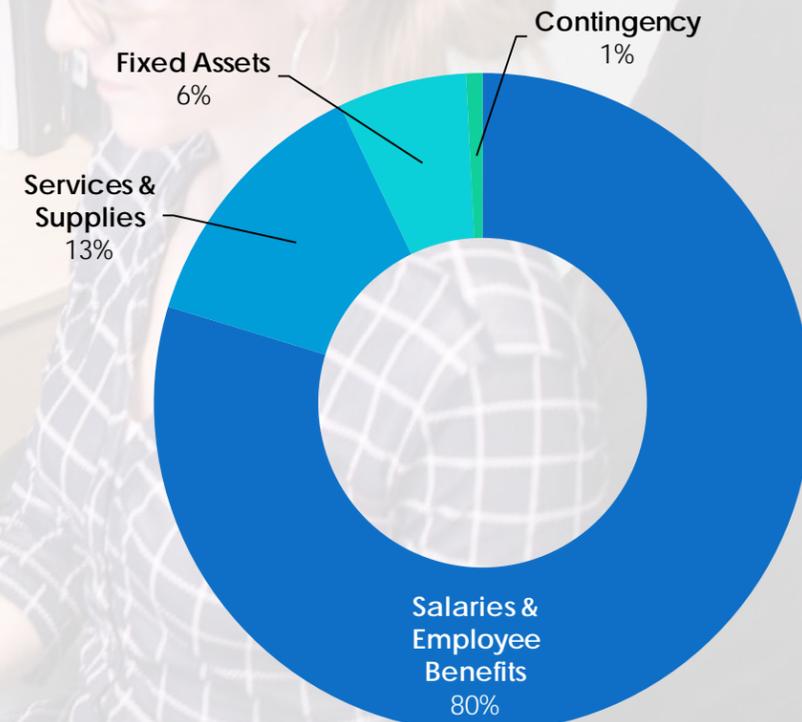
# ADMINISTRATION DIVISION

The Administration Division supports the District in achieving its mission and vision by overseeing areas pertaining to strategic planning, policy development, fiscal management, personnel, and risk management. The Administration Division includes the functions of the Fire Chief, general 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.

Highlights for 2018:

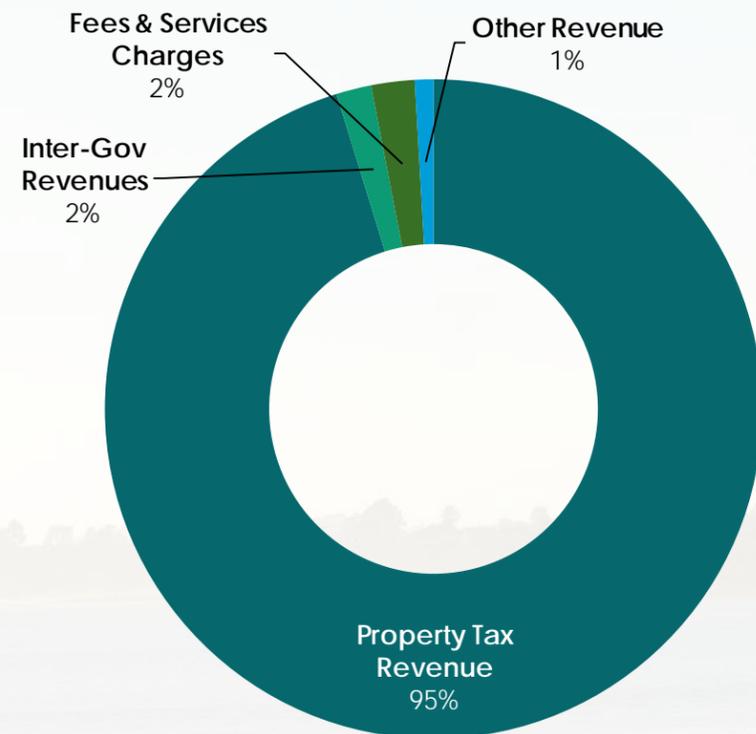
- Processed approximately \$6.1 million in payroll for 39 employees, over the course of 26 pay periods.
- Processed approximately 1,966 claims for the calendar year 2018, which represents an increase of 17% or 330 additional claims over the prior year.
- Conducted testing and interview processes which resulted in the hiring of 1 Fire Chief, 1 Firefighter-Paramedic, and 1 Administrative Assistant during 2018.
- Conducted a joint recruitment for the position of Fire Inspector with Central Fire Protection District which resulted in the hiring of 1 Fire Inspector.
- Conducted a Consolidation Feasibility Study and Service Review by Emergency Services Consulting International (ESCI) to explore options for shared services with Central Fire Protection District. This resulted in a shared services agreement with Central Fire Protection District to provide administrative and management services beginning in October of 2018.
- Conducted a Facilities Assessment Report to evaluate all District facilities to determine the short-term and long-term capital needs to repair, improve, and maintain the District's facilities.
- Facilitated the development of the annual operating budget for Fiscal Year 2018-19 totaling \$13 million and oversaw budgeted expenditures for Program Management consisting of 23 different programs.

# ADMINISTRATION DIVISION (CONT.)



**Expenditures**

Salaries & Employee Benefits	\$9,905,180
Services & Supplies	\$1,635,501
Fixed Assets	\$786,600
Contingency	\$100,000
<b>Total</b>	<b>\$12,427,281</b>



### Financing Sources

Property Tax Revenue	\$12,164,479
Inter-Gov Revenues	\$220,029
Fees & Services Charges	\$272,729
Other Revenue	\$116,648
<b>Total</b>	<b>\$12,773,886</b>



**Administration Office**  
6934 Soquel Drive  
Aptos, CA 95003



**Station 1 - Aptos**  
6934 Soquel Drive  
Aptos, CA 95003



**Station 2 - Rio Del Mar**  
300 Bonita Drive  
Aptos, CA 95003



**Station 3 - La Selva**  
300 Estrella Avenue  
La Selva Beach, CA 95076



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