

Fire Ad Hoc Committee - Fire and Emergency Services Options Workplan

Mission

Identify and evaluate optimum fire and emergency service delivery options for the City of Sebastopol - **Options investigated. A compare and contrast table provided - Achieving optimum Fire Emergency Service is not based on the structure of the department (independent versus consolidation) but is based on looking at all options necessary to provide staffing to ensure response times and response reliability.**

Provide potential strategies to address the short and long-term fire station remodel options and future plan for 24 hour staffing - **Will be included in the final report**

Develop strategies to address the needed fire engine replacement - **Strategies were presented to the budget committee and resulted in the purchase of a Type 1 engine; information will also be included in the final report.**

Develop a strategy to address immediate staffing challenges - **Strategies were presented to the budget committee and the council approved a new position FF Engineer position; more consideration required on this issue. Cost examples are presented. Information will also be included in the final report.**

Compare and contrast financial implication with different options - **Table has been completed**

End State - Products and Deliverables

Present the project workplan to the council on March 21, 2023 - **Completed**

Provide a progress report to the full council on May 3, 2023 - **No presentation delivered**

Provide a compact, compare and contrast report with key findings and key recommendations by June 6, 2023 - **Will be included in the council packet for the scheduled Sept 26 council meeting.**

Provide a detailed report with executive summary to the full council by June 6, 2023 - Report by the Interim Fire Chief (Interim Fire Chief) will be available and can be included in the council packet for the Sept 26 council meeting.

Provide the council needed information necessary to ensure for fully informed decision making- The Interim Fire Chief will not be able to provide this deliverable as the product is not measurable.

Tasks

Tasks	Lead	Stakeholders or agencies involved	Comments
Succinctly define exact nature of the problem we are dealing with	Interim Chief/CM	Council Ad hoc/ CM	Discussed by ad hoc committee

Conduct a thorough analysis of the SFD Short and Long Term Plan for the future of the SFD proposal of two-years ago	Interim Chief/CM	Council Ad hoc	Highlights included in Service Delivery Options comparison table.
Conduct a thorough analysis of the annexing agency in terms of the agency's capacity, economy of scale, greater efficiencies and apportionment	Interim Chief	Gold Ridge administrative staff Graton FD administrative staff	The Interim Chief has held meetings with Gold Ridge and the ad hoc committee has also had a meeting with Graton FD fire board. Both agencies are interested in continuing discussions.
Provide an overview of the LAFCO process	Interim Chief	LAFCO Director/staff	Interim Chief has met with LAFCO. Sebastopol is currently not in any sphere of influence with another jurisdiction. To start the reorganization process, the city will need to make a formal request to start the MSR process with a specifically identified fire district. Approximate cost is 10k and would require direction from City Council to City Manager and Interim Fire Chief.
Provide an overview of the governance models for each option	Interim Chief/volunteer fire staff		Information is provided in the Interim Fire Chief's Service Delivery Options comparison table.
Provide a detailed overview of a potential parcel tax/sales tax initiative	Interim Chief/volunteer fire staff		Previously provided to Council in the previous sales tax agenda item.
Provide an overview of the county-wide fire sales tax initiative in 2024	Interim Chief	Sonoma County Fire Chiefs Association	The current initiative has qualified for the March 2024 ballot. Tax measure included in the packet.
Investigate fire insurance implications associated with options	Interim Chief	ISO	The Interim Fire Chief has held meetings with ISO representative and a reorganization with GRFPD or GFPD could be potentially consequential to the current ISO rating of 3 which SFD currently maintains. More information and evaluation is required.
Hold a "town hall" meeting	Council Ad hoc		Hybrid meeting currently in process
Provide a conceptual facility repair and improvement plan with estimated costs and timelines	Interim Chief /Public Works Director		An approximate estimate is provided in the final report identifying the steps of; contract with an architect to develop conceptual drawings, provide plans for final remodel construction; go to bid for construction; develop and funding and finance strategies; develop a plan for any temporary facility modification to accommodate 24-hour staffing.
Provide conceptual temporary housing facility options on the station site	Interim Chief /Public Works Director		Estimated at approximately \$150k per building.
Develop a volunteer recruitment training and retention plan	Interim Chief/volunteer fire staff		Volunteer recruitment training and retention plan has been completed and implemented. We have recruited and on boarded 8 volunteers in March 2023 and are finishing the process for an additional 8 which will bring the volunteer roster to the desired goal of 30 +/-

Provide a detailed overview of Gold Ridge's master plan of annexing other fire service agencies	Interim Chief	Gold Ridge administrative staff/LAFCO	GRFPD has recently gone through the reorganization process and has extended the legal boundaries of the GRFPD to include many departments from the south county to Fort Ross. The single governing body of the GRFPD now oversees all responsibilities of the expanded district with in now approximately 300+/- square miles and about 15+/- fire stations.
Provide staffing options and strategies with different options: independent versus consolidated versus JPA or contract for services	Interim Chief/ CM/ Admin Services Dir		Information is provided in the Interim Fire Chief's Service Delivery Options comparison table.
Outreach to business owners (SDA/Chamber/etc.)	Council Ad hoc		Not at this time.
Conduct an examination of cost of annexing district's parcel tax on residents and annual increase and impacts on commercial property	Interim Chief/CM/ Admin Services Dir		Information is provided in the Interim Fire Chief's Service Delivery Options comparison table.
Examination of PERS costs (if status quo; career; consolidation)	Admin Services Director		Would be further examined in the course of any negotiations regarding a consolidation.
Identify likely items or terms of negotiations that maybe associated with various options	Interim Chief	Council Ad hoc/ CM	Information is provided in the Interim Fire Chief's Service Delivery Options comparison table. Council direction required to determine further options.
Investigate potential shared services agreements with other agencies	Interim Chief/ Ad hoc	Council Ad hoc	Have been holding discussions with GFPD and GRFPD on possible shared services agreement to potentially include shared battalion coverage, volunteers serving across agencies, administrative functions (training, fleet management) as examples. City of Sebastopol was in MSR for West Sonoma County Fire, which was initiated in 2018 and has expired. We could open another MSR with another fire district through LAFCO. Approximate cost \$10K.
Apparatus purchasing strategies	Interim Chief / Admin services Dir		Report was completed and provided to the fire and budget had hoc committees. Council acted on the recommendation during the budget process and the Apparatus replace plan will be on track as the new engines are delivered
Provide the updated Matrix report to council	ACM/Interim Chief		Completed. Report and list of completed changes provided.
Keep stakeholders informed and involved throughout the process	Council Ad hoc/Interim Chief		The Interim Fire Chief has been conducting biweekly meetings with the volunteers.

Examination cost recovery for EMS responses	Chief/Admin Services Dir		Research has been completed and preliminary findings are that the city does not have the capacity for billing and cost recovery. The billing process costs do not result in a cost benefit that results in enterprise fund revenue.
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