

MONTECITO FIRE PROTECTION DISTRICT
AGENDA FOR THE ADJOURNED REGULAR MEETING
OF THE BOARD OF DIRECTORS

Montecito Fire Protection District Headquarters
595 San Ysidro Road
Santa Barbara, California

October 28, 2013 at 3:00 p.m.

Agenda Items May Be Taken Out Of The Order Shown

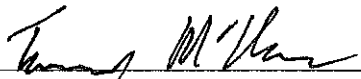
1. Public comment: Any person may address the Board at this time on any non-agenda matter that is within the subject matter jurisdiction of the Montecito Fire Protection District. (30 minutes total time is allotted for this discussion.)
2. Fire Chief's report.
3. Board of Director's report.
4. Approval of District warrants and claims.
5. Review current status of Upper Hyde Road Community Facilities District:
 - a. Report from Director Powell regarding meetings with Upper Hyde Road residents.
 - b. Provide direction on how to proceed with Tea Fire Rebuilds and Upper Hyde Road Community Facilities District.
6. Station 3 Status.
 - a. Review October 10, 2013 letter from Petan Company regarding the Option Agreement between Montecito Fire Protection District and Petan Company for property located on East Valley Road on a portion of APN 155-070-008;
 - b. Provide direction to District staff regarding the Environmental Impact Report and other activities related to the Station 3 Site Acquisition and Construction Project located on East Valley Road on a portion of APN 155-070-008.
7. Discussion on process for selecting District consultants and services.
8. Consider proposal from Capital Public Finance Group, LLC to provide Financial Analysis Related to Budgeting and Long Term Liabilities.

9. Report from the Finance Committee (copy of Agenda for Community Outreach Committee Meeting attached).
 - a. Consider recommendation to contract Fecher & Company for District's Auditing Services.
10. Report from the Community Outreach Committee (copy of Agenda for Community Outreach Committee Meeting attached).
11. Report from the Strategic Planning Committee (copy of Agenda for Strategic Planning Committee Meeting attached).
 - a. Consider recommendation to enter into negotiations with one consulting group to provide a Standards of Cover Study with an enhanced environmental impact analysis.
12. Approve the first reading by title only of Ordinance No. 2013-1 of the Montecito Fire Protection District adopting the 2013 California Fire Code, amending provisions of the 2013 California Residential Code, amending provisions of the 2013 California Building Code and scheduling a public hearing on December 16, 2013, for the subsequent adoption of the ordinance.
13. Report from Director Keller on lawsuit between the Montecito Water District and Price, Postel and Parma.
14. Approval of Minutes of September 16, 2013 Regular Meeting.
15. Suggestions from Directors for items other than regular agenda items to be included for the November Regular Board meeting.

Adjournment

This agenda is posted pursuant to the provisions of the Government Code commencing at Section 54950. The date of the posting is October 25, 2013.

MONTECITO FIRE PROTECTION DISTRICT



Terry McElwee, Division Chief

Note: In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the District office at 969-7762. Notification at least 48 hours prior to the meeting will enable the District to make reasonable arrangements.

Materials related to an item on this agenda submitted to the Board of Directors after distribution of the agenda packet are available for public inspection in the Montecito Fire Protection District's office located at 595 San Ysidro Road during normal business hours.

Agenda

Item #2

Montecito Fire District

Incident Type Report (Summary)

Alarm Date Between {9/1/2013} And {9/30/2013}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
1 Fire				
111 Building fire	2	1.75%	\$0	0.00%
141 Forest, woods or wildland fire	1	0.88%	\$0	0.00%
143 Grass fire	2	1.75%	\$0	0.00%
154 Dumpster or other outside trash receptacle	1	0.88%	\$0	0.00%
160 Special outside fire, Other	1	0.88%	\$0	0.00%
	7	6.14%	\$0	0.00%
3 Rescue & Emergency Medical Service Incident				
300 Rescue, EMS incident, other	2	1.75%	\$0	0.00%
321 EMS call, excluding vehicle accident with	49	42.98%	\$0	0.00%
322 Motor vehicle accident with injuries	1	0.88%	\$0	0.00%
324 Motor Vehicle Accident with no injuries	2	1.75%	\$0	0.00%
352 Extrication of victim(s) from vehicle	1	0.88%	\$0	0.00%
353 Removal of victim(s) from stalled elevator	1	0.88%	\$0	0.00%
	56	49.12%	\$0	0.00%
4 Hazardous Condition (No Fire)				
4001 Tree Down	3	2.63%	\$0	0.00%
411 Gasoline or other flammable liquid spill	2	1.75%	\$0	0.00%
	5	4.39%	\$0	0.00%
5 Service Call				
510 Person in distress, Other	2	1.75%	\$0	0.00%
522 Water or steam leak	1	0.88%	\$0	0.00%
531 Smoke or odor removal	1	0.88%	\$0	0.00%
550 Public service assistance, Other	1	0.88%	\$0	0.00%
553 Public service	1	0.88%	\$0	0.00%
5531 Public Assist - Malfunctioning Smoke	1	0.88%	\$0	0.00%
554 Assist invalid	6	5.26%	\$0	0.00%
5551 Defective gate	1	0.88%	\$0	0.00%
	14	12.28%	\$0	0.00%
6 Good Intent Call				
611 Dispatched & cancelled en route	6	5.26%	\$0	0.00%
6111 Automatic/Mutual Aid Dispatched, cancelled	6	5.26%	\$0	0.00%
6114 Unintentional Alarm; cancelled en route	1	0.88%	\$0	0.00%
622 No Incident found on arrival at dispatch	1	0.88%	\$0	0.00%

Montecito Fire District

Incident Type Report (Summary)

Alarm Date Between {9/1/2013} And {9/30/2013}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
6 Good Intent Call				
	<u>14</u>	<u>12.28%</u>	<u>\$0</u>	<u>0.00%</u>
7 False Alarm & False Call				
700 False alarm or false call, Other	5	4.39%	\$0	0.00%
730 System malfunction, Other	1	0.88%	\$0	0.00%
733 Smoke detector activation due to	1	0.88%	\$0	0.00%
736 CO detector activation due to malfunction	1	0.88%	\$0	0.00%
740 Unintentional transmission of alarm, Other	5	4.39%	\$0	0.00%
743 Smoke detector activation, no fire -	1	0.88%	\$0	0.00%
745 Alarm system activation, no fire -	3	2.63%	\$0	0.00%
	<u>17</u>	<u>14.91%</u>	<u>\$0</u>	<u>0.00%</u>
8 Severe Weather & Natural Disaster				
813 Wind storm, tornado/hurricane assessment	1	0.88%	\$0	0.00%
	<u>1</u>	<u>0.88%</u>	<u>\$0</u>	<u>0.00%</u>
Total Incident Count:	114		Total Est Loss:	\$0

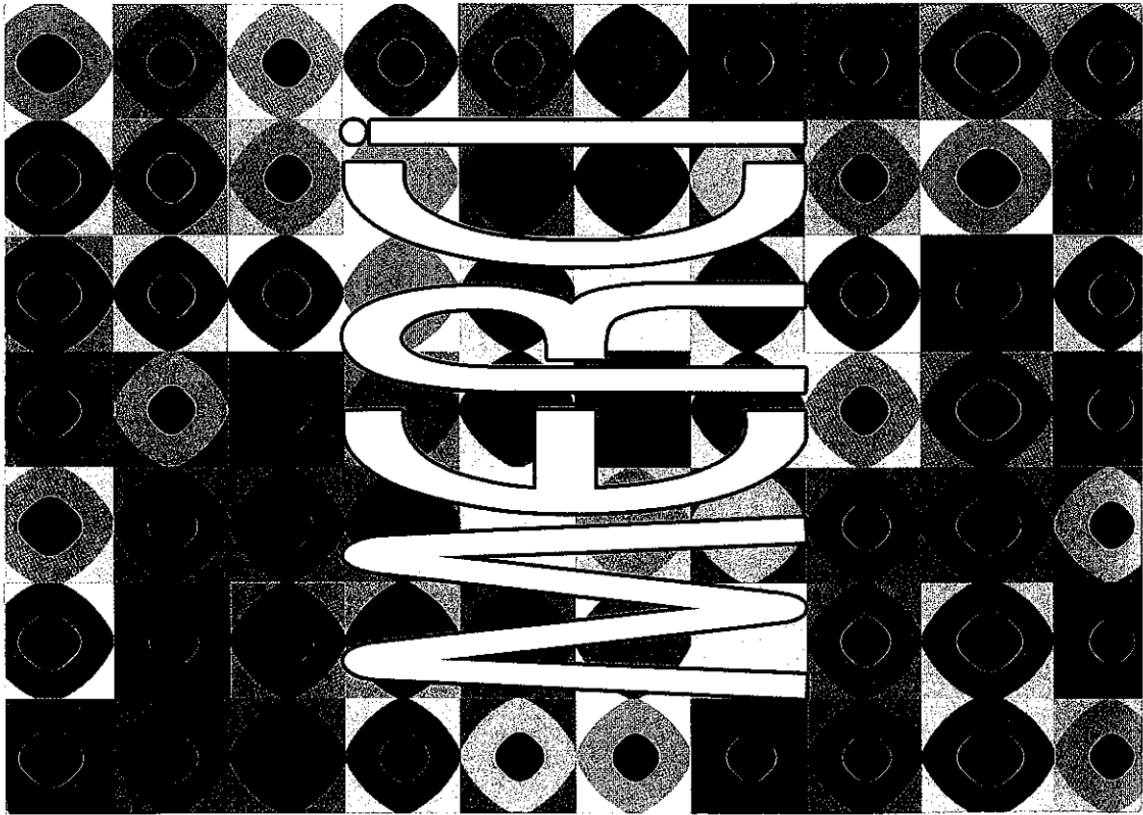


Illustration : © D.R.



SUNBORN →

Imprimé en France



Chief,

A big THANK YOU to you and your team for the amazing visit you gave us on the 16th of august. I particularly loved the vintage truck with the bell!



EDITOR

DIEGO



CARPINTERIA~SUMMERLAND FIRE PROTECTION DISTRICT

September 22, 2013

Chip Hickman, Fire Chief
Montecito Fire Department
595 San Ysidro Road
Montecito, CA 93108

Dear Chief Hickman,

I am writing to advise you of the outstanding performance of Captain Evan Skei and the crew of Engine 391 at the recent Rim Fire in Tuolumne County. The Rim Fire has to this day become the third largest fire in California's storied fire history, burning over 257,000 acres and 112 structures while costing over \$121 million, all at only 84% containment. Fire behavior was frequently extreme, and demanded the utmost in performance and professionalism from the firefighters.

As Strike Team Leader Trainee of XSB 1421C on the Rim Fire, I had the good fortune to work with Captain Skei, Engineer Dana St. Oegger, and Firefighters Scott Chapman and Shaun Davis. Throughout the assignment, Evan stepped up and took positions of increasing responsibility to help the strike team. Captain Skei's crew also reflected a high degree of professionalism and commitment that would make you proud as their Chief.

Evan, Dana, Scott and Shaun displayed a positive attitude that positively affected the rest of the strike team, despite extremely adverse conditions. They endured a fifteen-day assignment, working night shifts often lasting eighteen to twenty-one hours without complaint. They performed Type III engine work, which took us to the fire, off the pavement and into the dust, dirt and smoke of four different divisions of this 400 square-mile fire. Our team's assignments included pumping operations, mop-up, structure defense, hold and patrol, firing operations and progressing hose lines. E391 completed all of these assignments safely, willingly and proficiently.

Additionally, your firefighters embodied the motto that every interaction with the public is an opportunity to impress, giving engine tours to children and putting at ease the concerns of worried locals. At the Shirley Complex, their efforts to help out understaffed restaurants feeding the fire's personnel were noted and appreciated by those business owners and by the incident management team. They represented their fire department extremely well and exceeded the very high expectations I had for them.

My belated thanks to your department and the fine crew of E391 for making this a safe, successful experience for us all. I look forward to the opportunity of working with any all of these gentlemen in the near future.

Sincerely,


Michael Gallagher, Battalion Chief

"Pride in Service"



thanks

Front

8723
Malibu
(Ventura

Polomol Rd
CA
County)

Back

Thank you for saving
our house!
Thomas and Allana

Thank
you
811
A♡★

Thank
you for
being
Pro Active!

Mr & Mrs STEPP,
on 5/3 at approximately
1200 the fire came from the
west and up the canyon straight
through your saddle.
Because you had done a thorough
job of preparing your property
we were able to stay safely and
keep your house from burning.
Great job!

TRAVIS EDERER, Captain
Montecito Fire Dept
805 969 7762



**Montecito Fire Protection
District**
Engine Company Field Report

Whom it May Concern:
The Montecito Fire Protection District responded to this
activity for:

- Emergency Dispatch of a Fire Alarm
- Emergency Dispatch of a Medical Alarm
- Smoke Investigation
- Hazard Investigation of Type _____
- Outside Agency Request Spring's fire
Structure defense

In response to this condition, we conducted the following

- Opened your gate
- Accessed property
- Conducted a walkaround of the premises
- Investigated for potential problems
- Used Thermal Imaging - Post fire to
inspect inside.
- Contacted Alarm Company
- Referred issues to outside individuals:
_____ @ () _____
- Located a problem
- Were able to Mitigate the problem

We found the following:

- False Alarm, No Problem Located
- Damaged Property _____
- Other _____
- Gate Problem _____
- Access Problem _____
- Conditions that may affect our service
- Defective/Malfunction Alarm Equipment
- Misuse/Accidental Trip of Alarm
- Deteriorated or out of Service Equipment
- Alarm activation due to pest/conditions
- Other Good Preparation!

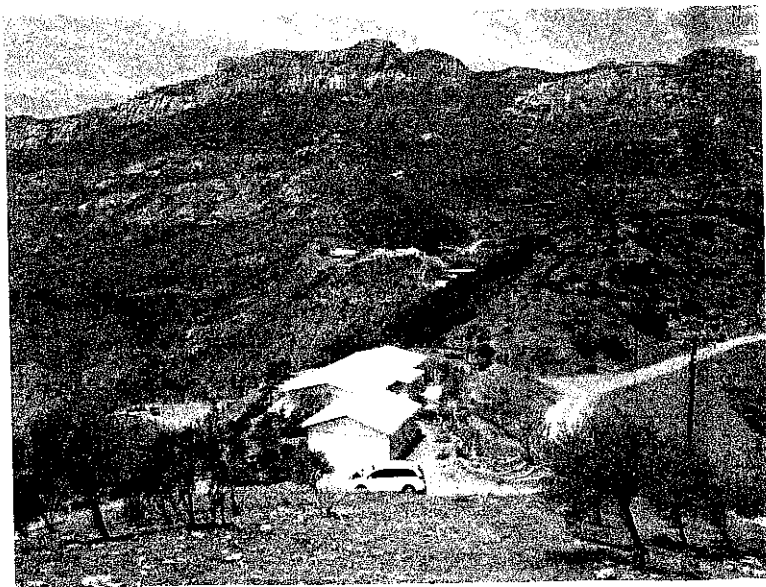
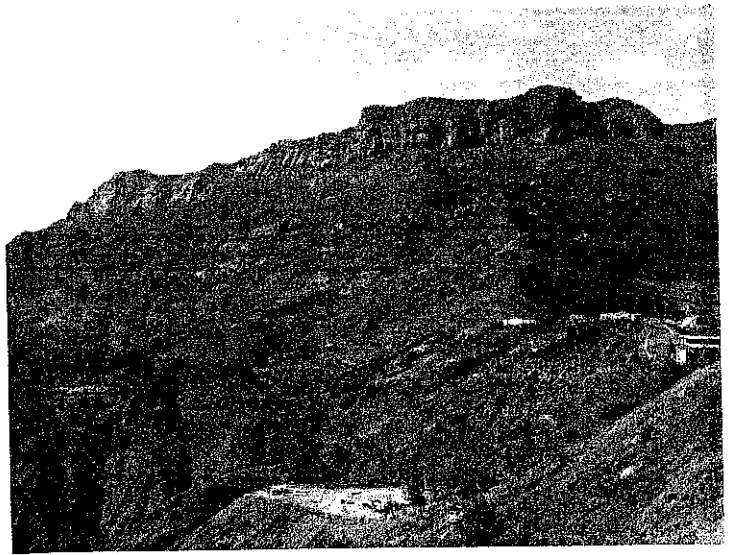
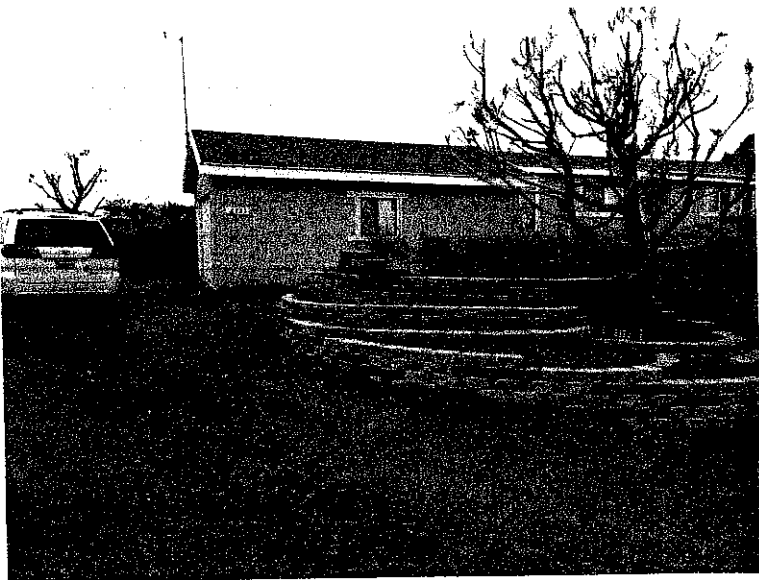
Please call if you have questions.

If you have further questions, please feel free to contact
The Montecito Fire Protection District @ 805 969 7762

Sincerely, TRAVIS EDERER

Captain Engine 93 Engine/Squad 93

Date: 5/2-3/2013 Time: 0000 →



8723 Mipolemol Rd.
Ventura County,
Malibu, CA

Thank you for
Saving our House!

Thomas
and Alliana

Agenda

Item #4

Montecito Fire Protection District
Cash in Treasury - All Funds
September 30, 2013

	Fund 3650 General	Fund 3651 Pension Obl.	Fund 3652 Capital Outlay	Fund 3653 Land & Bldg	Fund 3654 Mello-Roos	All Funds
Cash Balance 8/31/13	659,488.84	342.33	2,201,548.27	7,844,213.75	19,586.82	10,725,180.01
Income:						
Revenues	9,725.71					9,725.71
Interest						0.00
Rental Income						0.00
Other:						
Sale of dept patches, badge necklaces	47.20					47.20
Cardmember Services rebate 2-Q-13	284.97					284.97
Medicare Part D Subsidy Payment	24,806.19					24,806.19
State of CA - reimb. Springs Fire	40,276.11					40,276.11
USFS - reimb White & Carstens Fire	53,958.55					53,958.55
USFS - reimb. Powerhouse Fire	52,129.81					52,129.81
	181,228.54	0.00	0.00	0.00	0.00	181,228.54
Expenses:						
Claims Processed	(116,694.71)		(53,739.72)		(442.50)	(170,876.93)
Payroll	(911,617.40)					(911,617.40)
Other :						
Reimbursed Expenses *	7,801.52					7,801.52
No interest loan to General Fund	3,000,000.00			(3,000,000.00)		0.00
	1,979,489.41	0.00	(53,739.72)	(3,000,000.00)	(442.50)	(1,074,692.81)
Balance @ 9/30/13	2,820,206.79	342.33	2,147,808.55	4,844,213.75	19,144.32	9,831,715.74

* Summary of Reimbursed expenses :

J. Jenkins - reimb. Mi-Fi charges, Jan-June 2013, 228.06
State Compensation Ins Fund - reimburse temporary disability, Bumanglag 7/19-9/12/13, \$7402.16
S. Pfister - reimb. Cell phone charges, 171.30

MONTECITO FIRE DISTRICT - EXPENSES
September 2013

<u>Payee</u>	<u>Description</u>	<u>Amount</u>
<u>FUND 3650 - General</u>		
ADP Inc	Payroll charges (3 pay periods)	688.71
Airgas West	Medical oxygen refills	155.62
Air Pollution Control District	Re-evaluation of permits, Sta. 1, 2 - renew every 3 yrs	804.00
Allstar Fire Equipment	Parts for water vac	150.66
A-Ok Mower Shop	Filter for OES 317	28.32
A-Ok Weed & Brush	Tractor mowing(end of Stoddard), phos-chek spraying	5,790.00
Arrowhead (Nestle Pure Life Direct)	Bottled water, Sta. 1,2	147.38
BJ's Plumbing	Service call - garbage disposal, Sta. 1	157.50
Bound Tree Medical	Medical supplies	822.83
Burton's Fire	Parts for OES 317 repairs, ladder bracket E92	2,579.50
California Electric Supply	Replace motion light switch, Sta. 1 bathroom	39.09
Carquest Auto Parts	Vehicle supplies	419.28
Chevron USA	Gasoline charges	120.11
Community Radio	Gibraltar space rental, September	250.00
Cooperative Personnel Services	Firefighter/Paramedic testing materials	1,171.50
Cox Communications	CAD connectivity & internet	2,673.38
Dewitt Pinto Petroleum	Diesel fuel	2,976.27
E. Fuentes	Reimb. Laundry detergent, Sta. 1,2	66.92
R. Galbraith	Reimb. Tuition - I300	136.45
J. Gray	Reimb. Embroidery - Chaplain's jacket	47.56
C. Hickman	Reimb. Meals - CSDA conference	66.00
Hugo's Auto Detailing	Car washing, August	360.00
Informa Corp	Computer support	3,330.00
Interstate Billing Service	E91 repairs - front brakes	1,699.47
K. Kellogg	Reimb.Exp - American & Hough Fire	351.31
Liebert Cassidy Whitmore	Prof. services	180.00
Marborg Industries	Refuse disposal, Sta. 1,2	493.16
G. McLeod	Reimb. Mileage - Chief Officers meeting	79.10
Mission Uniform Service	Shop towels & coveralls, Sta. 1,2	325.97
Montecito Water District	Water service, Sta. 1,2	500.17
L. Muller	Reimb. Mileage - Hough Complex	576.30
Perry Lincoln Mercury	Squad 91 repairs (oil leaks from engine)	5,857.16
Peyton Scapes	Landscape maintenance	500.00
K. Powell	Reimb tuition - Mgmt 1A	225.00
Price, Postel & Parma	Prof. services	5,074.00
Rayne Water Conditioning	Soft water service, Sta. 1,2 (6 mos)	746.95
Safety Kleen	Qtrly solvent tank maint, Sta. 1,2	539.18
SBCO Auditor Controller	FIN qtrly billing, Q1, FY 13-14	4,201.25
SBCO General Services	Billing for IT Services (CAD connectivity), FY 13-14	3,548.00
SBCO Planning & Development	MFD radio antennas - permit fees	129.43
Santa Barbara Locksmiths	Service call - broken key in door	127.02
Satcom Global	Satellite phone charges	148.42
Silverado Avionics	Kenwood & King portable radio repair parts	417.89
Southern California Edison	Electricity service, Sta. 1,2	2,885.15
So Cal Gas	Gas service, Sta. 1,2	108.76
Sprint	E92 sim card for MDC & service	37.99

Staples Credit Plan	Office supplies	437.40
State Compensation Ins Fund	W/c monthly deposit premium	56,349.75
Sterling Communications	Service call - static on recorder	244.00
Suds & Duds Launderette	Turnouts cleaned	107.00
Trace Analytics	Air testing - mako compressor	175.00
Ron Turley Associates	Sales tax due 7/2005-7/2012 on software updates	144.91
Unisource	Household supplies	407.10
US Bank Coporate Payment	Household supplies 12.15	
	Eq. maintenance 725.36	
	Office supplies 75.59	
	Gasoline & motor oil for vehicles 2174.76	
	Business exp 135.64	3,123.50
J. Venable	Reimb. Exp - SBCO Special District Mtg	40.00
Verizon California	Telephone service	2,060.31
Village Service Station	Gasoline charges	1,736.53
J. Zeitsoff	Reimb. Tuition - I300	136.45
	Fund 3650 - General Total	<u>116,694.71</u>

Fund 3652 - Capital Outlay Fund

Rosenbauer South Dakota LLC	Squad 91 Ford F-550 chassis	<u>53,739.72</u>
	Fund 3652 - Capital Outlay Fund	<u>53,739.72</u>

Fund 3654 - UHR Mello Roos

Price, Postel & Parma	Prof. services regarding dissolution of CFD	<u>442.50</u>
	Fund 3654 - UHR Mello-Roos	<u>442.50</u>

PAYROLL EXPENDITURES FOR THE MONTH OF SEPTEMBER 2013

WARRANT #s 48509116-9121

CLAIM #'s 252949-51, 253939-40, 253942-44

Regular Salaries	483,961.36		
Directors fees	1,395.00		
Auxiliary	833.00		
FLSA Safety	11,709.40		
FLSA Dispatch	2,794.45		
Regular Overtime	13,120.70		
Reimbursable Overtime *	94,071.40		
Chief Officers - Extra Duty	30,018.00		
Dispatch Cadre Earnings	1,917.20		
Hartford 457 contribution	8,800.00		
4850 Time - S. Bumanglag	9,028.43		

		Gross Wages	\$657,648.94
District Contributions to Insurance	101,096.60		
District Contributions to Medicare & FICA	8,194.80		
District Contributions to SUI	60.16		
PERS, Employee Contribution paid by District	47,052.50		
PERS, Employer Contribution paid by Employee (4.5%)	-25,565.69		
PERS, District Contribution	124,216.45		
Due to AFLAC	-1,086.36		

		Total Benefits	\$253,968.46

		GRAND TOTAL	\$911,617.40
			=====

**MONTECITO FIRE PROTECTION DISTRICT
OVERTIME COMPENSATION
SEPTEMBER 2013**

Name	Date Worked	Comp Time Hrs	O.T Hrs	Total Amount	Sick Relief	Reimbursable - fire assignment	Emergency callback	Class Cover	Paramedic Con. Ed	Flex Day	Extra Staffing	Shift Vacancy	BC Coverage	Dispatch Coverage	Desn.	Amount	
L. Bass	9/18/13		3.00	181.44			181.44										
K. Fuggles	9/18/13		3.00	198.14			198.14										
R. Galbraith	9/18/13		3.50	193.88			193.88										
B. Hauser	9/18/13		1.50	80.60			80.60										
M. Nelson	9/18/13		3.50	274.63			274.63										
A. Broumand	9/19/13		3.00	175.32					175.32								
D. Holthe	9/19/13		4.00	272.70								272.70					
R. McCracken	9/19/13		4.00	243.72			243.72										
R. McCracken	9/19/13		2.00	121.86								121.86					
T. Poulos	9/19/13		12.00	729.90	729.90												
J. Villarreal	9/19/13		24.00	1,755.72	1,755.72												
K. Mann	9/21/13		24.00	1,636.20								1,636.20					
R. Galbraith	9/23/13		2.00	110.79								110.79					
G. Ventura	9/24/13		1.00	97.08												97.08	
P. Purguy	9/25/13		24.00	1,250.64										1,250.64			
G. McLeod	9/25/13		12.00	942.00	942.00												
K.Hickman	9/25/13	12.00	12.00	737.82								737.82					
R. McCracken	9/25/13		2.00	121.86					121.86								
K. Powell	9/25/13		6.00	323.82								323.82					
S. Davis	8/28-9/2		120.00	6,647.40		6,647.40											
				25,434.46													
		GRAND TOTAL		137,210.10			12,665.18	94,071.40	2,211.15	2,691.72	429.27	2,722.32	1,726.31	12,127.25	1,884.00	1,763.10	4,918.40
		% OF TOTAL		100.00%			9.23%	68.56%	1.61%	1.96%	0.31%	1.98%	1.26%	8.84%	1.37%	1.28%	3.58%

MONTECITO FIRE PROTECTION DISTRICT
SUMMARY OF OVERTIME EXPENSE BY CATEGORY

FY 2012-13

Month paid	Sick	Fire Assign & callback	Class Cover	Paramedic	Mechanical	Flex Day	Extra Staffing	Shift Vacancy	BC Coverage	Dispatch Coverage	Pre-build Inspection	Radio Testing	Other	Total OT
JULY	2,934.00	4,381.03	429.30	790.68	0.00	8,621.64	1,865.16	37,546.02	0.00	6,284.02	0.00	0.00	2,941.07	65,792.92
AUGUST	12,344.15	76,026.26	3,078.82	700.61	458.73	14,043.84	1,070.37	50,526.54	1,884.00	6,776.12	5,674.27	0.00	1,777.06	174,360.77
SEPTEMBER	9,619.56	58,014.16	5,935.32	773.57	267.58	8,749.08	0.00	58,064.58	16,956.00	3,791.52	0.00	224.31	4,655.83	167,051.51
OCTOBER	16,776.96	4,850.59	6,517.80	113.82	0.00	9,017.88	5,338.47	51,423.70	1,884.00	5,265.05	0.00	1,289.77	4,594.40	107,072.44
NOVEMBER	13,379.80	5,876.93	0.00	628.82	0.00	8,289.60	1,218.24	54,593.07	5,652.00	5,481.84	0.00	0.00	598.47	95,718.77
DECEMBER	12,630.64	374.96	4,403.61	113.82	688.10	2,168.82	0.00	16,157.43	0.00	5,182.84	0.00	0.00	4,152.57	45,872.79
JANUARY	21,726.48	10,232.81	0.00	229.54	0.00	8,201.91	0.00	29,201.05	1,884.00	5,432.76	983.28	0.00	2,571.43	80,463.26
FEBRUARY	21,023.89	238.61	486.60	617.03	0.00	0.00	0.00	17,724.02	7,536.00	2,478.78	0.00	0.00	5,317.86	55,422.79
MARCH	7,806.12	1,154.21	1,148.59	605.89	0.00	1,462.32	0.00	4,574.75	5,662.00	0.00	0.00	0.00	1,274.42	23,678.30
APRIL	10,465.20	7,514.47	3,085.42	534.34	191.13	4,226.40	2,707.52	13,714.44	12,246.00	4,035.24	0.00	0.00	3,640.89	62,361.05
MAY	6,058.56	34,924.36	179.29	1,766.81	0.00	6,840.15	340.88	17,939.55	4,710.00	9,816.22	0.00	0.00	3,600.35	86,176.17
JUNE	2,804.36	68,659.48	0.00	1,092.31	0.00	2,700.72	11,628.81	20,789.40	5,652.00	3,296.52	0.00	241.79	1,373.32	118,238.71
TOTAL	137,569.72	272,247.87	25,264.75	7,967.24	1,605.54	74,322.36	24,169.45	372,254.55	64,056.00	57,840.91	6,657.55	1,755.87	36,497.67	1,082,209.48

Fire Assignment reimbursements received:

Date	Source	Amount
9/28/12-1/25/13	USFS/Fed	223,953.02
1/25-3/4/13	State of CA	11,322.87

MONTECITO FIRE PROTECTION DISTRICT
SUMMARY OF OVERTIME EXPENSE BY CATEGORY

FY 2013-14

Month paid	Sick	Reimbursable Fire Assign *	Emer. Callback	Class Cover	Paramedic	Mechanical	Flex Day	Extra Staffing	Shift Vacancy	BC Coverage	Dispatch Coverage	Other	Total OT
JULY	17,047.80	21,550.17	1,005.12	1,475.64	516.83	0.00	6,730.92	13,279.82	15,550.45	9,420.00	3,630.96	3,726.19	93,933.90
AUGUST	15,315.23	60,900.04	0.00	1,322.28	110.79	0.00	10,935.72	0.00	20,107.22	0.00	861.96	824.53	110,377.77
SEPTEMBER	12,665.18	94,071.40	2,211.15	2,691.72	429.27	0.00	2,722.32	1,726.31	12,127.25	1,884.00	1,763.10	4,918.40	137,210.10
OCTOBER													
NOVEMBER													
DECEMBER													
TOTAL	45,028.21	176,521.61	3,216.27	5,489.64	1,056.89	0.00	20,388.96	15,006.13	47,784.92	11,304.00	6,256.02	9,469.12	341,521.77
	13.2%	51.7%	0.9%	1.6%	0.3%	0.0%	6.0%	4.4%	14.0%	3.3%	1.8%	2.8%	100.0%

Fire Assignment reimbursements received:

Date	Source	Amount
9/17/13	State of CA	40,276.11
9/18-9/23	USFS	106,088.36



California Public Employees' Retirement System
P.O. Box 942709
Sacramento, CA 94229-2709
(888) CalPERS (or 888-225-7377)
TTY: (877) 249-7442
www.calpers.ca.gov

Reference No.:
Circular Letter No.: 600-028-13
Distribution: VI, XVI
Special:

Circular Letter

June 24, 2013

TO: ALL PEMHCA CONTRACTING AGENCIES HEALTH BENEFITS OFFICERS AND ASSISTANT HEALTH BENEFITS OFFICERS

SUBJECT: DISTRIBUTION OF MEDICARE FUNDS TO CONTRACTING AGENCIES

CalPERS will be distributing \$21 million in Medicare Retiree Drug Subsidy (RDS) funds to contracting agencies that made contributions toward health care premiums for Medicare eligible retirees and their dependents in calendar year 2011. Funds will be disbursed by July 31, 2013.

CalPERS collected RDS subsidy dollars from the Centers for Medicare and Medicaid Services (CMS) for providing Medicare prescription drug benefits (Part D) to Medicare eligible members, who were not enrolled in a Medicare Senior Advantage Program. Subsidy payments equal 28 percent of each qualifying retiree's allowable prescription drug costs between the applicable cost threshold and cost limit (e.g., drug spending between \$310 and \$6,300 for 2011). RDS subsidy dollars are based on eligibility information from CalPERS and claims information from CalPERS health plans.

Additional information regarding Medicare Part D and the RDS program is located on **CalPERS On-Line**. If you have any questions, please call our CalPERS Customer Contact Center at **888 CalPERS** (or **888-225-7377**).

A handwritten signature in black ink, appearing to read "Doug P. McKee", written over a horizontal line.

DOUG P. MCKEEVER, Chief
Health Policy and Research Division

THE BACK OF THIS DOCUMENT CONTAINS AN ARTIFICIAL WATERMARK - VIEW AT AN ANGLE



STATE OF CALIFORNIA

WARRANT NUMBER

04-194783

H THE TREASURER OF THE STATE WILL PAY OUT OF THE IDENTIFICATION NO.

FUND NO. FUND NAME
0950 PUB EMPLOY CONTINGENCY


MO. DAY YR.
7900 08 23 2013

90-1342/1211
04194783

TO: 194783
MONTECITO FIRE PROTECTION DIST

DOLLARS	CENTS
***24806	.19

John Chiang
JOHN CHIANG
 CALIFORNIA STATE CONTROLLER



FORM 04-08 (2-87) CONTROLLERS WARRANT

⑆121113423⑆ 041947839⑈

REMITTANCE ADVICE

STD. 404C (8/81)

STATE OF CALIFORNIA

THE ENCLOSED WARRANT IS IN PAYMENT OF INVOICES AS SHOWN BELOW

DEPARTMENT CalPERS		INVOICE DATE	INVOICE NUMBER	RP
DEPARTMENT ADDRESS 400 Q Street 2nd Floor Sacramento, CA 95814			INVOICE AMOUNT	IN
CLAIM SCHED. NO. MD1106			\$24,806.19	
VENDOR	Montecito Fire Protection Dist C/O Charlene Lim 595 SAN YSIDRO ROAD SANTA BARBARA CA 93108			Medicare Part D Subsidy Payment
FEDERAL TAX ID NO. OR SSAN	RP TYPE	TOTAL REPORTED TO IRS (SEE RPI'S)		

← This amount will be reported in accordance with Section 6041 of the Internal Revenue Code.

PRICE, POSTEL & PARMA LLP

COUNSELLORS AT LAW
POST OFFICE BOX 99
SANTA BARBARA, CA 93102-0099

(805) 962-0011

TAX ID # 95-1782877

MONTECITO FIRE PROTECTION DISTRICT
595 SAN YSIDRO ROAD
SANTA BARBARA, CA 93108

September 11, 2013
File #: 12611
Invoice #: 113718
Billing Attorney: MSM

ACCOUNT SUMMARY BALANCE

RE: GENERAL MATTERS	2,271.50	
Our File Number: 12611-00000		
RE: BOARD MTGS	2,006.00	
Our File Number: 12611-00061		
RE: MELLO ROOS - UPPER HYDE ROAD	442.50	FUND 3654
Our File Number: 12611-00077		
RE: MONTECITO AGRICULTURAL FOUNDATION V. MFPD	796.50	
Our File Number: 12611-00082		
<hr/>		
Current Total Charges	5,516.50	

* * * * *

SUMMARY OF CURRENT CHARGES

Current Fees	5,516.50	
Total Current Fees & Costs	5,516.50	
Total Current Due		\$5,516.50

SUMMARY OF PAST DUE BALANCES

Total Past Due		\$0.00
-----------------------	--	---------------

TOTAL CURRENT AND PAST DUE **\$5,516.50**

BALANCE IS DUE U

FUND 3650

5,516.5 +
442.5 -
5,074.0 *

THE FIRM'S HOURLY RATES ARE
MAY CHANGE EFFECTIVE JANUARY 1

EED.

Cash Flow

Cochrane Property Management, Inc.

Properties: 186 - Cochrane Prop. Mgmt. FBO MFPD - 1255-1259 E. Valley Road Santa Barbara, CA 93108

Owned By: Montecito Fire Protection District (MFPD)

Date Range: 09/01/2013 to 09/30/2013

Account Name	Selected Period	% of Selected Period	Fiscal Year To Date	% of Fiscal Year To Date
Operating Income & Expense				
Income				
Income				
Rent Income	4,072.00	100.00	36,648.00	100.00
Total Income	4,072.00	100.00	36,648.00	100.00
Total Operating Income	4,072.00	100.00	36,648.00	100.00
Expense				
Office Expenses				
Postage Expense	0.00	0.00	45.00	0.12
Administrative Fee	5.00	0.12	45.00	0.12
Total Office Expenses	5.00	0.12	90.00	0.25
Repair & Maintenance				
Gardening/ Landscaping	165.00	4.05	3,050.00	8.32
Pest Control	184.00	4.52	798.00	2.18
Total Repair & Maintenance	349.00	8.57	3,848.00	10.50
Property Mgmt Fees	244.32	6.00	2,198.88	6.00
Utilities				
Water/Sewer	503.60	12.37	2,716.79	7.41
Trash/Recycling	177.68	4.36	694.40	1.89
Total Utilities	681.28	16.73	3,411.19	9.31
Total Operating Expense	1,279.60	31.42	9,548.07	26.05
NOI - Net Operating Income	2,792.40	68.58	27,099.93	73.95
Total Income	4,072.00	100.00	36,648.00	100.00
Total Expense	1,279.60	31.42	9,548.07	26.05
Net Income	2,792.40	68.58	27,099.93	73.95
Other Items				
Owner Distribution	0.00		-50,598.39	
Net Other Items	0.00		-50,598.39	
Cash Flow	2,792.40		-23,498.46	
Beginning Cash	11,718.81		38,009.67	
Beginning Cash + Cash Flow	14,511.21		14,511.21	
Actual Ending Cash	14,511.21		14,511.21	

Agenda

Item #6



P.O. BOX 5580 • SANTA BARBARA, CALIFORNIA 93150-5580

October 10, 2013

Chip Hickman, Fire Chief
Board of Directors
Montecito Fire Protection District
595 San Ysidro Road
Montecito, CA 93108-2124

**Re: Option Agreement Dated April 15, 2011
Montecito Fire Protection District and Petan Company**

Dear Chief Hickman and Members of the Board:

I have been following with interest the activities of the district in regard to the proposed fire station including the votes to rescind approval of the station and to decertify the EIR in order to comply with the judge's ruling in the lawsuit filed by the Montecito Agricultural Foundation. But I was surprised to discover that the district has elected to pursue the revisions to the EIR at this point in time. As I understand it, there are two studies that are in the process of being commissioned which may provide significant insight into the appropriate direction that the community should take with regard to the fire station or in short whether one is called for and if so what nature of station it should be. In addition, there continue to be significant concerns about the financial resources available to operate a station. So I am disappointed that the district would move forward with the EIR when there is a chance that this effort, and the efforts on the part of the community to circulate and review the EIR may be wasted. But perhaps the district will reconsider this approach with one more piece of information.

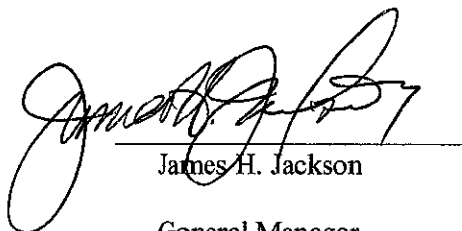
As you know, the district's option to purchase the property for the proposed station number three location expires on 12/31/13 and given the requirements of the option agreement it would be impossible for the district to exercise it prior to its expiration. Since we do not want the district operating under mistaken assumptions, we thought it would be appropriate to let you know that we will not extend or renegotiate the option.

Our efforts to cooperate with the District date back nearly five years to shortly after the 2008 Site Selection Study recommended our property as the location of choice. Circumstances have changed greatly since then in many respects. First, the value of the property has likely changed significantly given the length of time that has passed since the option was negotiated. Second, there is now a neighborhood organization with significant resources that has demonstrated that it is committed to stopping the construction of the station on the site proposed. And, finally, it would not be an understatement to say that this project has generated significant controversy within the community. Given these circumstances it is not fair to us nor to the community to support another option agreement which could easily put parts of our property in limbo for another five years.

Therefore, before incurring the additional time, effort and public expense that will be required in moving forward, we felt it would be only fair and considerate that we let you know our position as soon as possible and let you know that if our property continues to be the chosen site it will have to be acquired in some way other than under the existing option agreement.

We thank you for your continued efforts to determine the need for and location of a third fire station in our community and hope you understand our position.

Sincerely,

A handwritten signature in black ink, appearing to read "James H. Jackson", is written over a horizontal line. The signature is stylized and cursive.

James H. Jackson

General Manager
Petan Company, a California limited partnership

Agenda

Item #7

RESOLUTION NO. 2013-13

RESOLUTION OF THE BOARD OF DIRECTORS OF THE MONTECITO FIRE PROTECTION DISTRICT ADOPTING RULES AND REGULATIONS FOR THE PURCHASE OF SUPPLIES AND EQUIPMENT

PURSUANT to the provisions of Sections 54201 to 54205 of the Government Code of the State of California, the following shall constitute the Rules and Regulations of the Montecito Fire Protection District ("District") governing the policies and procedures for the purchase of supplies and equipment by the District.

1. Every purchase of supplies and equipment to be used by the District shall be made pursuant to these rules and regulations.
2. Except as provided in these rules and regulations, no item of supplies and equipment may be purchased without the approval of the Board of Directors of the District
3. All items included in the final budget are considered approved by the Board of Directors and the Fire Chief or designee ("Fire Chief") is authorized to cause such items to be purchased as provided in these rules and regulations.
4. Purchase of supplies and equipment up to \$20,000 may be made without the necessity of calling for bids.
5. Whenever the expenditure required for the purchase of supplies and equipment exceeds \$20,000, said purchase shall be awarded to the lowest responsible bidder in the manner prescribed below.
6. The District may, in the Fire Chief's discretion, procure bids for the purchase of supplies and equipment by any one of the following methods:
 - (A) By publication of a notice inviting bids at least once in a newspaper of general circulation in the Montecito area. Such notice shall state the time and place for the opening of bids and shall state the specifications for the supplies and equipment to be purchased. Said publication must be made at least ten (10) days prior to the time set for the opening of bids.
 - (i) In addition to publication, the Fire Chief may notify prospective bidders by letter or telephone that bids are being called for.
 - (ii) At the time and place fixed for the opening of bids, the bids shall be publicly opened and read, the bids tabulated, and the contract presented to the District Board for consideration of the next scheduled meeting.

(B) In lieu of publication, the Fire Chief may submit specifications to at least three prospective bidders and request that bids be submitted at a fixed time and place. The Fire Chief shall open the bids at the time and place set for the same and present them to the District Board for consideration at the next scheduled meeting.

(C) The Fire Chief may purchase supplies and equipment in connection with any official state, federal or county bid.

7. Notwithstanding anything to the contrary herein contained, the Board of Directors reserves the right to reject any and all bids and authorize the Fire Chief to purchase necessary supplies and equipment on the open market.

8. If, in the judgment of the Fire Chief, supplies and equipment are needed in order to make emergency repairs, construction or maintenance, which emergency will not allow the normal procedure for purchase to be followed, Fire Chief may purchase all necessary supplies and equipment on the open market without complying with the competitive bidding requirements specified herein. The Fire Chief shall make a complete report of the circumstances constituting the emergency to the Board of Directors at its next scheduled meeting following the purchase of said supplies and equipment.

9. All supplies and equipment purchased in excess of \$20,000 shall be pursuant to a contract approved by the Board of Directors.

10. This Resolution No. 2013-13 repeals and supersedes Montecito Fire Protection District Resolution No. 1998-9 dated March 16, 1998 and becomes effective immediately.

PASSED AND ADOPTED this 19th day of August 2013, by the following vote:

AYES: G.B.Sinser, J.A. Powell, J. Venable, S. Keller

NOES: None

ABSTAIN: None

ABSENT: R. Jensen

President of the Board of Directors
MONTECITO FIRE PROTECTION DISTRICT

ATTEST:

Secretary

Agenda

Item #8

Montecito Fire Protection District

Proposed Scope of Work for Financial Analysis Related to Budgeting and Long-Term Liabilities

October 23, 2013

Prepared by:



Capitol | PFG

Crafting Optimal Financial Solutions

Capitol Public Finance Group, LLC
2436 Professional Drive, Suite 300
Roseville, CA 95661
T (916) 641 2734
F (916) 921 2734
www.capitolpfg.com

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FIRM PROFILE

Capitol Public Finance Group, LLC (Capitol PFG) is a full service, independent public finance consulting firm based in Sacramento, with a satellite office located in San Diego. We provide comprehensive financial consulting services to public agencies in California to help them achieve the best financial solutions for their community. Capitol PFG has extensive experience advising government agencies with a wide range of funding needs.

Many local government agencies need financial and facility planning support services because they do not have the resources in-house or the ability to hire full-time employees with expertise to respond to their internal needs or the needs of their citizens. Situations that give rise to the need for financial and facility strategic support services include:

- **Responding to existing taxpayers wishing to pay for additional services or improvements to public infrastructure**
- **Timing of revenues and expenditures**
- **Managing outstanding indebtedness including updates to repayment projections**
- **Growing or declining population or tax bases**
- **Improving existing facilities or upgrading existing equipment**
- **Replacing aging facilities and equipment**

Capitol PFG has assisted numerous fire districts with financial planning services including tax base demographics analysis, revenue generating method implementation, debt analysis, facilities and financial planning, Mello-Roos district formation, construction project delivery method advice, and site acquisitions.

Our goal is to provide our clients with quality financial analysis and sound financial advice. We enable our clients to make optimal decisions based on having accurate and complete information. Capitol PFG provides expertise by identifying critical decision points and their associated cost/benefits, which enables our clients to make appropriate financial decisions. Capitol PFG will recommend the most cost-effective financial strategy considering the need for flexibility, given the current financial, legal and political environment.

Capitol PFG was incorporated in California as a limited liability corporation in February 2005, and was created as a financial advisory firm specializing in public agency finance. Capitol PFG is owned and operated by Jeffrey Small (23 years of public finance experience), Cathleen Dominico (13 years of public finance experience) and Christopher Terry (13 years of public finance experience).

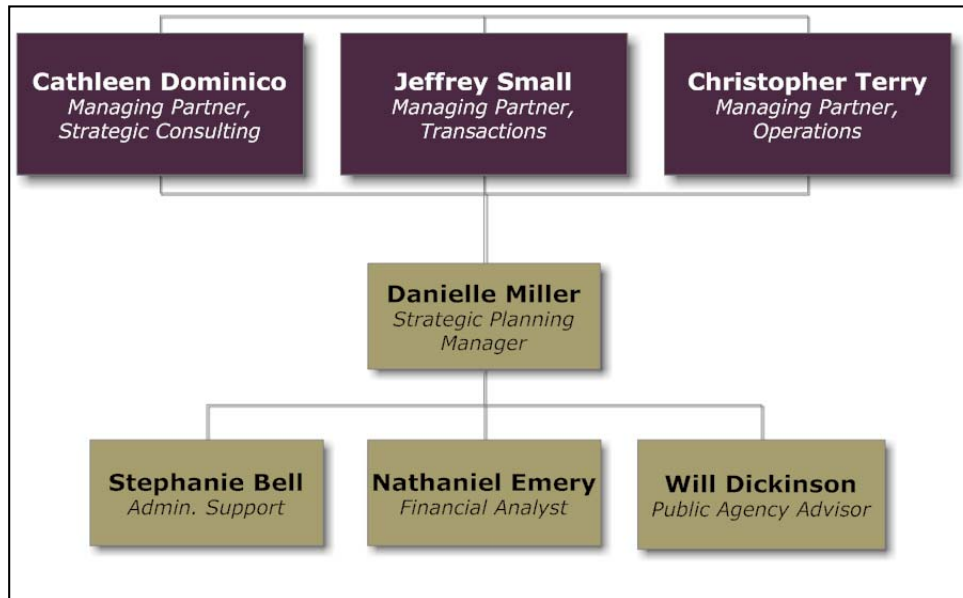
Our firm is unique in that we represent a wide range of public agency clients. Active clients include counties, school districts, county offices of education, community college district, fire districts, sewer districts, water districts, community service districts, former redevelopment agencies and a State commission.

Services Provided by Capitol PFG

Strategic Consulting Services
Asset Management
Bond and Developer Fee Expenditure Tracking
Bond and Tax Measure Planning and Analysis
Capital Improvement Financial Planning
Construction Project Delivery Method Selection
Debt Administration
Debt/Bond Issuance Committee Formation and Support
Development Impact Fee Study Preparations
Development Mitigation
Facility Master Planning
Facility Use Fee Study Preparation
Financial Communication Strategies and Presentations
General Financial Analysis
Mello-Roos District Formation
Property Tax Analysis
Pension and OPEB Analysis
Redevelopment Analysis
Renewable Energy and Conservation Project Analysis
Site Acquisition Negotiations
State and Federal Grant Funding Identification

Debt Issuance Services
<u>Capital Financings:</u> <i>General Obligation Bonds, Certificates of Participation, Revenue Bonds, Special Tax Bonds, Assessment Bonds, Tax Allocation Bonds, Lease-Purchases, , etc.</i>
<u>Cash Flow Financings:</u> <i>Tax and Revenue Anticipation Notes, Bond Anticipation Notes, Grant Anticipation Notes, etc.</i>
<u>Specialty Energy Financings:</u> <i>Clean Renewable Energy Bonds, Qualified Energy Conservation Bonds, California Energy Commission Loans, etc.</i>
<u>Debt-Related Services:</u> <i>Bond Pricing, Continuing Disclosure, Best Practices, Refinance Monitoring, etc.</i>

Consulting Team



Assigned Staff Resumes

Cathleen M. Dominico

Managing Partner, Client Relations and Business Planning
cdominico@capitolpfg.com

Cathy has thirteen years of municipal finance experience as a Financial Advisor and has directly served over 100 California public agencies. She is an expert in financial and facilities planning, bond measure preparation, tax base analysis, and the formation of financing districts such as Mello-Roos districts. Cathy has structured and assisted with the implementation of a variety of financing mechanisms, including Certificates of Participation, Lease Revenue Bonds, GO Bonds, Mello-Roos Bonds, among others.

In 2005, Ms. Dominico, along with her two business partners, formed Capitol Public Finance Group, which exclusively serves public agencies throughout California in a variety of their financial needs. At Capitol PFG, Cathy is responsible for strategic planning services including long range financial and facilities planning and the creation of financial strategies to meet the long-term client objectives. Additionally, Cathy specializes in implementing communication and presentation strategies to ensure a complete understanding of financial plans.

Ms. Dominico has been a featured public speaker at public agency professional organization conferences, including the California County Property Tax Managers Conference, California Fire Districts Association, California Association of School Business Officials, Coalition of Adequate School Housing, and Small School Districts Association, among others. She has held various client organized employee training in the areas of financial and facilities planning. Recently, Cathy volunteered her services to provide economic analyses to the Sacramento Mayor's Sacramento First Task Force, and Think Big Sacramento evaluating the economic benefits and job creation of an Entertainment and Sports Complex for the City of Sacramento.

Before forming Capitol PFG, Cathy was responsible for financial planning services at another Sacramento-based financial advisory firm, beginning in 2000. Ms. Dominico received her Bachelor of Science degree from the University of California, Davis in Managerial Economics.

Jeffrey S. Small, Esq.

Managing Partner, Transactions and Business Development
jsmall@capitolpfg.com

Jeff has twenty three years of municipal finance experience as a Financial Advisor and municipal bond Attorney. Since 1991, Jeff has served as a lead analyst in approximately 600 transactions, totaling well over \$5 billion for over 100 different public agencies in California. Jeff is an expert in the municipal debt markets, credit analysis, disclosure, structuring, marketing, pricing, negotiation and sale of municipal securities.

During his career, Jeff has established a reputation for providing honest, creative and enduring services. Some of his most noteworthy school financing accomplishments consist of the following:

- The structuring of the first Qualified Energy Conservation Bond financing for a community college district, which also included the first use of bill credits allowing the district to receive credit for exporting energy to the electrical grid;
- The structuring of a unique and cost effective interim financing for the Chawanakee Unified School District, which was awarded with the 2009 *Bond Buyer Deal of the Year Award*;
- The restructuring of over \$100 million of Western Placer Unified School District's short-term, variable interest rate Certificates of Participation (COPs) with 40 year fixed COPs at interest rates ranging from approximately 5% to 5.25%
- The successful issuance of three of the first four Qualified Zone Academy Bonds in California;
- Financing the second tax-exempt financing for a charter school in California, just days after 9/11;

Jeff has authored numerous articles appearing in national news and education industry outlets, including Forbes, Bloomberg, School Innovations & Advocacy, School Services of California and others. He has also been a featured speaker at numerous conferences including the California Debt and Investment Advisory Commission, the Association for Government Leasing and Finance, the California Association of County Treasurer and Tax Collectors, the California Charter Schools Association, and the Small School Districts' Association.

In 1989, Jeff received his Bachelor of Arts degree from the University of Arizona. He received his Juris Doctor degree from California Western School of Law in San Diego where he excelled in the areas of securities law and consumer fraud.

CAPITOL PFG CAN PROVIDE ITS FINANCIAL EXPERTISE TO THE BENEFIT OF MONTECITO FIRE PROTECTION DISTRICT

Overview of Our Understanding of the District's Current Financial Situation

District's Budget

The Montecito Fire Protection District has a fiscal year 2013-14 General Fund Budget of approximately \$14.2 million. The District's September 2013 Budget projects secured property tax revenues to increase approximately \$600,000 or 4.7% over 2012-13 Actuals.

With respect to relevant expenditures/transfers, the District's 2013-14 Budget includes the following noteworthy items:

- Retirement Contributions: \$1,793,563
- GASB 45 Prefunding: \$786,540
- Transfer to Pension Obligation: \$741,164

The District is projected an ending fund balance of \$3,381,909. Of this amount, approximately \$2 million is considered residual with the remaining amount committed.

Pension and Other Post-Employment Benefits (OPEB)

CalPERS provides the District with pension and other post-employment benefits such as medical, dental and vision benefits. CalPERS reports pension liabilities for the District's Safety and Miscellaneous Pension Plans. As of June 30, 2011, CalPERS reports an unfunded liability of \$10 million for Safety employees and an unfunded liability of \$1.16 million for Miscellaneous Employees. The unfunded liability numbers are based on market value as opposed to a smoothed value for reasons described below.

The District works with Demsey Filliger & Associates (DFA) to prepare independent actuarial projections for pension and OPEB. DFA relies on the market value of assets for assessing the UAL. CalPERS reports the market value but uses a smoothed asset value for determining the UAL. Note that the newly adopted GASB 68 moves in the direction of reporting market value of assets and amortizes any gains or losses over a closed five year period as compared to the fifteen year smoothing period used by CalPERS.

Furthermore, DFA uses a discount rate of 6.5%, which is below the 7.5% rate used by CalPERS. The lower discount rate is more conservative in that it may be a more realistic investment goal over time; however, it increases the Unfunded Accrued Liability (UAL). As of June 30, 2013, DFA reports an unfunded liability of \$20 million for Safety employees and an unfunded liability of \$2 million for Miscellaneous Employees. It appears that DFA increased the market value of assets, presumably to account for the two year difference in reporting funding status. In short, SFA reports that Safety is 70% funded and Miscellaneous is 72% funded.

Refunding of CalPERS Side Fund

A Side Fund is a fund created by CalPERS to account for the difference between the funded status of the pool and the funded status of a District's plan. It is in addition to the District's unfunded liability. A positive Side Fund balance reduces the District's contribution, and a negative balance increases the employer contribution. In order to extinguish the District's Side Fund debt, it District issued a taxable 2011 Pension Obligation Bond (POB) in the

amount of \$3.5 million. The POB refunds the Side Fund obligation. The interest rate is 4.52%; term 7 years; and savings of \$162,000.

Other Post-Employment Benefits (OPEB)

The District funds Other Post-Employment Benefits (OPEB) through a combination of pay-as-you-go payments and a prefunded trust. The pay as you go payments on June 30, 2013 are \$1.2 million, including \$360,000 for current employees (normal cost) and \$850K to the prefund benefits through a trust established with the Public Agency Retirement System (PARS). The current balance is \$2.7 million.

GASB 45 Actuarial Valuation of Retiree Health Insurance Program

DFA prepared a GASB 45 Actuarial Valuation of Retiree Health Insurance Program as of July 1, 21013. The District is required to perform periodic valuations at least once every three years to measure and disclose retiree healthcare liabilities for both the employer and the trust, if any, set aside to prefund liabilities. This valuation appears to be the District's primary financial issue.

According to the valuation, the amount of actuarial liability for District-paid retiree benefits is \$12.8 million. This represents the present value of all benefits expected to be paid by the District for its current and future retirees assuming an annual earnings rate of 6.5% per year with all other assumptions met.

The past service liability ("Accrued Liability" or AL) is \$10,082,480 for active and retirees. The irrevocable trust has an actuarial value of \$2,746,320 resulting in an unfunded Accrued Liability (UAL) for past service of \$7,336,160.

For 2013-14 the Annual Required Contributions (ARC) is \$913,893, and consists of the following:

- Current year, pay as you go, retiree benefits called "Service Cost": \$414,412
- 30 YR amortization of the UAL = \$499,481

Options for Prefunding OPEB Trust

Initially, DFA provided three scenarios to prefund the trust over 17 years. The District was using a funding model based on a constant 3% increase to fully fund the trust over 17 years. The District believes that the District has the ability to reduce costs by fully funding the trust over a shorter term frame. Below is the Chief's recommendation:

FY	Pay Go	8 YR CPI	Total
2013	\$ 414,412.00	\$ 786,540.00	\$ 1,200,952.00
2041	\$ 479,843.00	\$ 810,136.00	\$ 1,289,979.00
2015	\$ 539,698.00	\$ 834,440.00	\$ 1,374,138.00
2016	\$ 604,665.00	\$ 859,473.00	\$ 1,464,138.00
2017	\$ 667,546.00	\$ 885,258.00	\$ 1,552,804.00
2018	\$ 732,482.00	\$ 911,815.00	\$ 1,644,297.00
2019	\$ 794,654.00	\$ 939,170.00	\$ 1,733,824.00
2020	\$ 838,191.00	\$ 967,345.00	\$ 1,805,536.00
	\$ 5,071,491.00	\$ 6,994,177.00	\$ 12,065,668.00

There is currently \$7,812,910 in the Station 3 Project Fund. Other prefunding options included using this money to full pay the \$10.3 million liability in a lump sum, which the Chief says is unrealistic. The Chief also recommended against using the unreserved balance of \$2 million to prepay the fund over the next 4 years. The District does not know if Station 3 is necessary and is in the process of evaluating this.

Recommended Scope of Work

The Chief has done a good job analyzing the situation. Capitol PFG can provide the Board with an independent and objective analysis of the District's near term Budget Projections, Capital Plan and Retirement Benefits. Specifically, we can do the following:

- Assist with the development of financial policies, including a policy to prefund pension and other post-employment benefits
- Assist the District with developing and evaluating a comprehensive plan for prefunding pension and other-post employment options, including an evaluation of a post-employment bond financing should the district wish to consider this option.
- Assist the District with public information materials regarding the District's Operating, Capital and Pension and Other Post-Employment Benefits
- Assist the District with validating budget assumption including the sustainability of the budget and appropriate levels of unrestricted reserves, capital reserves, catastrophic event reserves and prefunded benefit plans
- Other services as requested

REFERENCES

Linda Fire Protection District

Richard Webb, Chief

(530) 743-1553

Rich.Webb@lindafire.org

Work performed:

- General Financial Planning and Advisory Services
- Fire Station Construction Consultation and Financial Planning
- Gann Limit Analysis
- Development Mitigation
- Board Financial Policy Development
- Debt Issuance Services and Ongoing Administration
- Cash Flow Analysis
- Property Tax Analysis
- Property Purchase Negotiations
- Development Impact Fee Study Preparation and Updates
- Board Communication and Education

Salida Fire Protection District/Modesto Regional Fire Authority

Dale Skiles, Support Division Chief

(209) 552-3600

dskiles@modestorfa.org

Work performed:

- Planning for Operational Needs and Revenue Sources
- Community Facilities District Formation
- Development Mitigation
- Fees for Service Analysis
- General Financial Advisory Services

Stanislaus Consolidated Fire Protection District

Brian Kelly, Interim Chief

(209) 869-7470

bkelly@scfpd.us

Work performed:

- Financial Analysis of Potential Consolidation, including:
 - Revenue Analysis and Projections
 - Expenditure Analysis
 - Multi-Year Budget Forecasting
 - Capital Evaluation
- Development Impact Fee Study Preparation

GENERAL FEE STRUCTURE

Capitol PFG has a standard hourly rate of \$175 for all strategic financial planning services and ad hoc on-call work, billed on a monthly basis. The scope of services proposed for the District would fall into this category. Capitol PFG is happy to provide hourly consulting services based on a not-to-exceed amount basis. For initial services related to the District, we estimate it would take approximately 80-120 hours of our time. We can commit to a not-to-exceed amount of \$21,000. This would include the data gathering and financial analysis described in the scope of work, preparation of a report describing the analysis, two staff meetings and one Board meeting. The District will only be billed for actual time spent.

For additional strategic consulting services, Capitol PFG would charge at our standard hourly rate of \$175 and would be able to provide the District with a not-to-exceed amount based on the specific scope of work desired.

Agenda

Item #9

MONTECITO FIRE PROTECTION DISTRICT
AGENDA FOR THE FINANCE COMMITTEE MEETING

Montecito Fire Protection District Headquarters

595 San Ysidro Road

Santa Barbara, California

September 10, 2013 at 10:00 a.m.

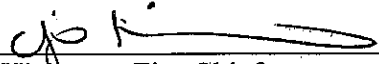
Agenda Items May Be Taken Out Of The Order Shown

1. Public comment: Any person may address the Board at this time on any non-agenda matter that is within the subject matter jurisdiction of the Montecito Fire Protection District; 30 minutes total time is allotted for this discussion.
2. Review the options the District has to address the District's unfunded liabilities and make recommendation for Board consideration.
3. Review August 2013 financial statements.
4. Review FY 2012/2013 financial statements.
5. Review format of Draft Final Budget for FY 2013/2014.
6. Review Resolution 2013-16 in the matter of establishing appropriation limits for the 2012/13 Fiscal Year and make recommendation for Board consideration.
7. Review Reimbursement Disclosure Report for Fiscal Year 2012/13 and make recommendation for Board consideration.
8. Review proposal for annual Audit and make recommendation for Board consideration.
9. Requests for items to be included for the next Finance Committee Meeting.
10. Fire Chief's Report.

Adjournment

This agenda is posted pursuant to the provisions of the Government Code commencing at Section 54950. The date of the posting is September 6, 2013.

MONTECITO FIRE PROTECTION DISTRICT

By 
Chip Hickman, Fire Chief

Note: In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the District office at 969-7762. Notification at least 48 hours prior to the meeting will enable the District to make reasonable arrangements.

Materials related to an item on this agenda submitted to the Board of Directors after distribution of the agenda packet are available for public inspection in the Montecito Fire Protection District's office located at 595 San Ysidro Road during normal business hours.

ATTACHMENT

#A

Proposal for Fiscal Auditing Services

Montecito Fire Protection District

June 30, 2013

September 5, 2013

Fechter & Company
Certified Public Accountants
1870 Avondale Avenue Suite 4
Sacramento, CA 95825

Contact: Craig R. Fechter, CPA
T (916) 333-5360 F (916) 244-0116
Email: Cfechter@Fechtercpa.com

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September 5, 2013

Charlene Lim, District Accountant
Montecito Fire Protection District
595 San Ysidro Road
Santa Barbara, CA 93108

Dear Ms. Lim:

Fechter & Company, Certified Public Accountants, is pleased to present our proposal to provide audit or review services to the Montecito Fire Protection District (the District). The Statement of Firm Qualifications and the credentials listed in the resumes of our team will demonstrate our qualifications, competence, and capacity to perform the audit services requested within the time frame required by the District.

This proposal is an irrevocable offer valid for 60 days after the date of the proposal. I am authorized to represent and to obligate the firm contractually to the District. I am located at 1870 Avondale Avenue, Suite 4, Sacramento, CA 95825, and you can contact me by telephone at (916) 333-5360.

Thank you for considering our proposal. We look forward to a long and successful working relationship with you and your management team.

Very Truly Yours,



Craig R. Fechter, CPA, President
Fechter & Company, Certified Public Accountants

Firm Profile

Fechter & Company, CPAs is a professional corporation formed in April 2005. We provide finance consulting and auditing services to governmental and non-profit entities. We specialize in serving agencies with annual budgets of less than \$25 million.

Fechter & Company is based in Sacramento, with a staff of 4 certified public accountants. Our relatively small practice offers several advantages to you:

- Experienced auditors perform all audit procedures from initial planning meetings through fieldwork to financial statement preparation.
- You receive a high level of personal service with easy access to professionals who can answer your questions and facilitate the audit process.
- Because the firm president performs and supervises on-site fieldwork, the turnaround time from the end of our fieldwork to the report draft is typically only 10 days.
- Working with the same auditors from year to year greatly reduces the time your staff spends familiarizing us with your business procedures. Your audit process becomes increasingly efficient.
- Fechter & Company is pleased to note that Mr. Lamar Edwards, who is of African American descent, is a non-equity partner.

Licensing and Independence

- Our firm is licensed as a certified public accounting firm in the state of California.
- Each CPA in our firm meets the independence requirements of the American Institute of Certified Public Accountants and the Government Auditing Standards, 2003 revision, published by the U.S. General Accounting Office.
- Our firm has had no disciplinary action taken or pending since its inception in 2005.
- There are no conflicts of interest with the District or its personnel.
- We will continue to maintain requisite insurance coverage—professional liability, workers compensation, business occupancy and auto insurance—throughout the course of our engagement.

Quality Controls

Engagement Partner and Staff for This Assignment

Mr. Craig Fechter will lead the audit while Mr. Scott German and Mr. David Fechter will assist with the fieldwork. Complete resumes are attached to this proposal.

Mr. Fechter takes annual courses on the Governmental Accounting & Audit Update. He completed a course in the implementation of the new Auditing Standards (SAS 108-114) in 2011. He also serves on the accounting advisory board for UC Davis Extension and teaches a course, which serves as a source of continuing professional education.

We have recognized the District's need for staff consistency. You will deal with the same principal each year on the audit – Mr. Craig Fechter, CPA. He will be on site for each day of fieldwork for each year our firm performs your audit.

Internal Quality Control Procedures

- Each member of our firm meets the continuing education and external quality control review requirements contained in the Government Auditing Standards, 2003 revision, published by the U.S. General Accounting Office.
- Each audit staff is required to complete annual update courses for both Government/A-133 and non-profit audits. These courses, which together comprise 26 hours of continuing education, help our audit staff maintain awareness of technical changes in both regular and single audits.
- During the years our firm is not peer reviewed, we conduct annual internal reviews. A principal inspects 4 randomly selected audits and makes notations and recommendations in the same manner as an external peer review. This helps to keep our working papers and audit processes fresh.
- Prior to being released, each audit is reviewed by a partner who is not involved with the audit or the client. This independent partner makes observations and suggestions as to additional audit procedures that should be performed. For new clients, a second partner reviews our audit planning memorandum prior to our beginning the fieldwork in order to ascertain why certain procedures were selected while others were not.

Although our audit staff is extremely experienced, we continually strive to improve our audit quality, from the planning stages to the final report. We actively encourage all staff to suggest new or different procedures.

Technology and Security

We maximize both efficiency and security by using technology recognized as standard in the accounting industry. These are some examples:

- **Microsoft Office Applications**
Since most of our clients use Microsoft applications, we likewise use the programs, which enable us to collaborate on projects.
- **Engagement CS**
We use Engagement CS paperless auditing system to cut processing time and costs. All information can be uploaded to our secure file transfer website.
- **Biometric User Security**
All staff computers are protected with biometric access restrictions.
- **Data Storage**
All data is backed up to our local server daily through our secure VPN. In addition, our server data is backed up daily off-site.
- **Our firm subscribes to approximately a dozen industry periodicals and newsletters. We proactively inform our clients about potential changes in related accounting legislation and standards so they can quickly assess the impact on their organizations. In addition, we offer an annual Government Accounting Standards Board (GASB) and Financial Accounting Standards Board (FASB) update course to our clients at no additional charge.**

References

Fire Districts Audited

Approximately 70 percent of our firm's revenues are derived from governmental and non-profit audits under *Government Auditing Standards* as published by the U.S. General Accounting Office. We have a specific expertise in auditing local fire departments. Current fire department and other local clients and services performed are as follows:

Lakeside Fire Protection District

Scope of audit: Fechter & Company, CPAs was engaged to provide a special district financial statement and single audit of the Lakeside Fire Protection District under Government Auditing Standards and OMB A-133.

Services provided: Audit of the financial statements, single audit, management letter, and report on internal control structure.

Engagement partner: Craig R. Fechter, CPA

Contact:

Robert Schiwitz, Administrative Services Manager
12365 Parkside Street
Lakeside, CA 92040
619-390-2350 x310

Greater Vallejo Recreation District

Scope of audit: Fechter & Company, CPAs was engaged to provide a special district financial statement audit of Greater Vallejo Recreation & Parks District under Government Auditing Standards and OMB A-133.

Services provided: Audit of the financial statements, single audit, management letter, and report on internal control structure.

Engagement partner: Craig R. Fechter, CPA

Contact:

Romi Selfaison, Finance Director
Great Vallejo Recreation District
395 Amador Street
Vallejo, CA 94590
707-648-4600

References (continued)

Mokelumne Fire Protection District

Scope of audit: Fechter & Company, CPAs was engaged to provide a financial statement audit for the Mokelumne Fire Protection District under Government Auditing Standards and OMB A-133.

Services provided: Audit of the financial statements, management letter and report on internal control structure.

Engagement partner: Craig R. Fechter, CPA

Contact:

Kristy Berry, Finance Director
13157 East Brandt Road
Lockeford, CA 95237
209-727-0564

Alpine Fire Protection District

Scope of audit work: Fechter & Company, CPAs was engaged to provide a financial statement audit for the Alpine Fire Protection District under Government Auditing Standards and OMB A-133.

Services provided: Audit of the GASB 34 financial statements, management letter and report on internal control structure, and preparation of annual report of financial transactions of special districts.

Engagement partner: Craig R. Fechter, CPA

Contact information:

Jean Moore, Finance Director
1364 Tavern Road
Alpine, Ca 91901
619-445-2635

Specific Audit Approach

The District requests that the auditor express an opinion on the fair presentation of its financial statements in accordance with accounting principles generally accepted in the United States of America. We propose that the engagement be divided into the following segments:

Phase I

- Initial planning and preparation
- Preliminary analysis, report preparation, cash and other confirmations
- Information gathering
- Evaluating internal controls

Phase II

- Fieldwork
- Post-field-work activities (e.g., follow-up on pending items, collection of confirmation letters, etc.)

Phase III

- Report finalization and final analysis
- Report delivery and Board of Directors presentation

Initial Planning and Preparation

As the first step in our planning and preparation phase, we will meet with the staff of your company to establish a working relationship. We expect this meeting will involve the District's manager and its controller.

We will deliver a Prepared-by-Client list (PBC), which details the items we will need to perform the audit. We will resolve any ambiguities or questions we or the District might have about the services we are to perform.

We will gather contact information for the District's bankers, attorneys, prior accountant, and other relevant parties, and make inquiries as required by *Government Auditing Standards*.

We will examine prior year's financial statements to develop audit plans for each significant balance sheet and income statement account.

Specific Audit Approach (continued)

Preliminary analysis

The primary focus of an audit is to develop expectations and compare actual financial results against those expectations. We will compare the current year's results with budgetary expectations to identify any areas of material misstatement.

Report Preparation

Unlike other firms, we prepare financial statements prior to field work. Doing so allows us to focus on the overall financial position of the organization and limits our testing of clearly insignificant areas.

Cash and Other Confirmations

We will confirm cash with the bank, any material year-end accounts or grants receivable, grants or donations received during the year, debt outstanding at the end of the year, and any other financial transaction that we consider material to the financial statements as a whole. The decision to confirm a statement item depends on the materiality of the item, the susceptibility of the item to misstatement, or the likelihood of fraud.

Information Gathering

We will obtain the information requested in the PBC along with any associated report required.

1. Testing statistical samples

During sample selection we consider three questions: (1) purpose of the test—attribute or balance testing, (2) susceptibility of the population or process to fraud or misstatement, and (3) size of transactions—small and numerous, or large and infrequent.

2. Testing revenues and disbursements

In testing revenues and disbursements, we determine that the attribute being tested is applied to the transaction as approved by the District's Management and Board; we do not determine whether a balance is valued properly. For example, our sample for disbursements test has two purposes—attributes testing, and control testing. In attribute testing we see whether the amounts posted to the general ledger agree with the invoices and canceled checks. Since disbursements have the potential for defalcation, we check for any suspect or significant transactions that appear to be out of place in your detailed general ledger. We may select 20 items based on the results of a random number generator, and select another 20 to 40 items by scanning the detailed general ledger. The result is an overall sample of 40 to 60 invoices to confirm compliance

Specific Audit Approach (continued)

with board-approved procedures. We determine sample sizes in accordance with the objective of the test, the population to be sampled, and the risk associated with that population. The sample size also depends on the size of the population and whether or not we will be able to properly stratify populations into individually significant and individually insignificant items.

3. Examining the District's internal control structure
Among the items included in the PBC is a questionnaire regarding internal controls. We will review the completed questionnaires and compare them with procedures the District has established for actions such as purchasing, cash and check collections, inventorying fixed assets, billing, payroll disbursement, and budgeting. We will then audit each area of internal control that will materially affect the audit.
4. Determining pertinent laws and regulations
We will examine items such as grant agreements to determine their effect on the District, and audit them if necessary. We will also examine pertinent ordinances to determine whether the District is in compliance.
5. Assessing risk
Generally accepted auditing standards require that we assess the risks of material misstatement and fraud. After analyzing internal controls and evaluating potential weaknesses, we will determine which areas of the audit carry the risk of material misstatement, and take steps to mitigate that risk.
6. Testing for functionality of internal controls
We will conduct random tests on a year-to-year basis to determine the functionality of the District's internal controls. We will randomly select customers and trace each step of each payment into the system over the course of a year. We will audit any area of potential weakness with a specifically designed test.
7. Fire District specific procedures
Fire Districts have a number of different risk factors and areas due to the nature of the district, with the many different types of programs and services offered. We design specific audit procedures to address these risks.

Specific Audit Approach (continued)

Fieldwork

With the assistance of Company personnel, we will test the balances resulting from the following procedures:

- Cash deposits
- Internal control of disbursements
- Payroll
- Revenues
- Inventory control
- Billing and collections
- Unrecorded liabilities

We will also discuss with the Board any specific concerns or procedures they want performed.

Post-fieldwork Activities

Once we complete our fieldwork, we will resolve any pending items and ensure that all requested third-party confirmations have been received. After the District has reviewed the financial statements and any proposed adjusting journal entries, we will obtain signed representation letters from the District and from its counsel that confirm or explain any pending litigation against the District and its effect on the audited financial statements.

Report Finalization and Final Analysis

Prior to finalizing the financial statements, we will perform a second comparison of current year results with prior year results, and budgetary expectations to actual results. Performing these tests subsequent to the audit work provides additional assurance that the financial statements are free of material misstatement.

Report Delivery and Board of Directors Presentation

We will deliver our report in person to the Board of Directors. We will also attend a board meeting to answer questions that the Board may have. Our aim is to create an open line of communication between our firm and your organization so the Board feels comfortable asking for help with any questions or issues that may arise during the year.

Audit Timeline

Audit Timeline

Because the firm president performs and supervises on-site fieldwork, the turnaround time from the end of our fieldwork to the report draft is typically only 10 days. Completion of the final audit report depends on how promptly the District's staff is able to provide needed reports and confirmations. The typical turnaround is within 3 weeks. The following table shows our timeline for completing the major tasks of the audit.

Phase	Audit Task	Estimated Timeline
I	Entrance conference	October 2013
	Initial planning and audit planning Prepared-by-Client list Information from bankers, attorneys Prior year's statements	October 2013
	Preliminary analysis Report preparation Cash and other confirmations Internal controls Information gathering Statistical sampling and testing Revenues and disbursements Internal controls Laws and regulations Risk assessment Functionality testing	November 2013
II	Fieldwork: 2-3 days Cash deposits Internal control of disbursements Payroll Revenues Inventory control Billing and collections Unrecorded liabilities	January 2014
	Post-fieldwork activities Third-party confirmations	January 2014
III	Report finalization and final analysis Final analysis	January 2014
	Report draft delivery Final report delivery	January 2014

Compensation

Proposed Fee Schedule for 2013

Financial Statement Audit	\$7,400
Direct engagement costs (e.g.):	\$500
Travel	
Administrative and printing	

Proposed Fee Schedule for 2014 and 2015

We propose a fee increase of 2.5 percent for each of the years 2014 and 2015 if the District chose to renew our contract. Total direct engagement costs for each year will not exceed \$500.

Qualifications

More detailed resumes are available upon request.

Craig R. Fechter, CPA

Fechter & Company, Certified Public Accountants

Classification: President

Years of Experience: 12

Mr. Fechter is the president of Fechter & Company, Certified Public Accountants.

Academic Background

Master of Science in Taxation at Golden Gate University, 2012

Bachelor of Science in Business Administration, Accountancy, California State University at Sacramento, 2001

Professional Certifications and Affiliations

Certified Public Accountant

Member California Society of Certified Public Accountants

Member American Institute of Certified Public Accountants

Adjunct Professor of Accounting, University of California, Davis Extension

Executive Committee, Big Brothers Big Sisters of the Greater Sacramento Area

Scoutmaster, Boy Scouts of America, Troop 320

Facilities, Transportation & Finance Committee, San Juan Unified School District

Past Finance Committee Chair, San Juan Education Foundation

Relevant Experience

Since his graduation from Sacramento State in 2001, Mr. Fechter has worked for two regional CPA firms. During college, he worked for a local sole practitioner. Mr. Fechter has performed financial statement audits of numerous counties and local government agencies, including other non-profit agencies. He has performed these audits in the capacity of both a staff auditor, lead auditor, and engagement partner.

Qualifications

(continued)

Financial Statement Audits

Mr. Fechter has participated in the following audits in the capacity of engagement partner:

Greater Vallejo Recreation & Parks District
Alpine Fire Protection District
Lakeside Fire Protection District
Borrego Springs Fire Protection District
Bonita-Sunnyside Fire Protection District
Carpinteria-Summerland Fire Protection District
South Lake County Fire Protection District
Stanislaus Consolidated Fire Protection

References for the above clients, who worked exclusively with Mr. Fechter, are available upon request.

Single Audit Act Compliance Audits

Mr. Fechter has participated in the following single audits in the capacity of lead auditor:

Marin County
MAAP, Inc.
San Joaquin County
Stanislaus County
Sierra County
San Luis Obispo County
Lassen County

Continuing Professional Education

Mr. Fechter takes annual courses on the Governmental Accounting & Audit Update. He has recently completed a course in the implementation of the new Auditing Standards (SAS 108-114). He also serves on the accounting advisory board for UC Davis Extension and teaches a course, which serves as a source of CPE for Mr. Fechter.

Mr. Fechter is an accomplished public speaker and published author. He has taught CPE courses for the American Society of Women Accountants (Sacramento chapter). He is also the author of accounting-related articles published by *Comstock's Magazine* and *The Nugget*, the journal of the Sacramento District Dental Society.

Qualifications

(continued)

David W. Fechter, CPA

Fechter & Company, Certified Public Accountants

Classification: Audit Senior

Years of Experience: 35

Mr. David Fechter is an audit Senior in the firm of Fechter & Company, Certified Public Accountants.

Academic Background:

Mr. Fechter received his Bachelor of Science in Business Management from California State University at Sacramento in 1971.

Professional Certifications/Accomplishments:

Certified Public Accountant

Enrolled Agent

Relevant Experience

Californation Department of Health and Human Services

Audit Manager (33 years)

Coordinated reviews of Medi-Cal care audit reports conducted in conformance with the Yellow Book, responsible for supervising 8 auditors in the performance of the reviews. Mr. Fechter was responsible for coordinating and completing the audits, appeals, and finalization.

Fechter & Company, CPAs

Senior Auditor (2 years)

Conducted a variety of audits in accordance with the Yellow Book and governmental auditing standards.

Participated in fraud investigations.

Qualifications

(continued)

Scott German, CPA

Fechter & Company, Certified Public Accountants

Classification: Partner

Years of Experience: 20

Academic Background

Mr. German received his Bachelor of Science in Accounting from California State University at Sacramento.

Professional Certifications and Affiliations

Certified Public Accountant
Board Member and Treasurer, California Hospice Association
Treasurer, St. Francis of Assisi Catholic Elementary School Parent Club and School Advisory District

Relevant Experience

KPMG Peat Marwick

Audit Manager (6 years)

Provided audit and business consulting to real estate, construction, and non-profit clients. Representative clients include California Dental Association, American Red Cross, United Way.

California's Optometric Association

Director of Business Services

Acted as chief financial officer, human resources, and general business manager. Oversight for financial reporting for five related entities and liaison for one for-profit wholly owned subsidiary.

California Association for Coordinated Transportation

Contract Chief Financial Officer

Assisted with budgets, grant proposals and cost allocations for contacts with the State of California

Fechter & Company, CPAs

Mr. German is a partner in the firm and has been with the firm for two years. He is the lead partner on the Sylvan Cemetery District engagement.

Continuing Professional Education

Mr. German has taken a variety of accounting and auditing courses, the most pertinent of which is the annual Governmental Accounting & Auditing Update published by the American Institute of Certified Public Accountants.

Agenda

Item #10

MONTECITO FIRE PROTECTION DISTRICT
AGENDA FOR THE COMMUNITY OUTREACH COMMITTEE MEETING

Montecito Fire Protection District Headquarters

595 San Ysidro Road

Santa Barbara, California

September 13, 2013 at 11:00 a.m.

Agenda Items May Be Taken Out Of The Order Shown

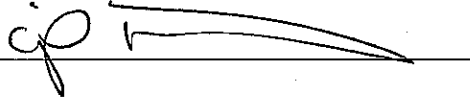
1. Public comment: Any person may address the Board at this time on any non-agenda matter that is within the subject matter jurisdiction of the Montecito Fire Protection District; 30 minutes total time is allotted for this discussion.
2. Review Proposals for Website services and provide direction.
3. Requests for items to be included for the next Community Outreach Committee Meeting.

Adjournment

This agenda is posted pursuant to the provisions of the Government Code commencing at Section 54950. The date of the posting is September 12, 2013.

MONTECITO FIRE PROTECTION DISTRICT

By



Chip Hickman, Fire Chief

Note: In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the District office at 969-7762. Notification at least 48 hours prior to the meeting will enable the District to make reasonable arrangements.

Materials related to an item on this agenda submitted to the Board of Directors after distribution of the agenda packet are available for public inspection in the Montecito Fire Protection District's office located at 595 San Ysidro Road during normal business hours.

Agenda

Item #11

MONTECITO FIRE PROTECTION DISTRICT
AGENDA FOR THE STRATEGIC PLANNING COMMITTEE MEETING

Montecito Fire Protection District Headquarters

595 San Ysidro Road

Santa Barbara, California

September 24, 2013 at 3:00 p.m.

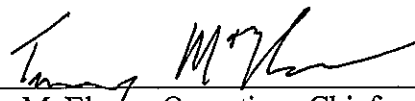
Agenda Items May Be Taken Out Of The Order Shown

1. Public comment: Any person may address the Committee at this time on any non-agenda matter that is within the subject matter jurisdiction of the Montecito Fire Protection District; 30 minutes total time is allotted for this discussion.
2. Update on District's response statistics.
3. Update on software options discussed by potential consultants for Standards of Cover Study.
4. Provide input for Scoping document requesting bids for Standards of Cover Study with Enhanced Risk Assessment.
5. Fire Chief's Report
6. Suggestions from Directors for items, other than regular agenda items, to be included in the agenda for the October 29, 2013 Strategic Planning Committee Meeting.

Adjournment

This agenda is posted pursuant to the provisions of the Government Code commencing at Section 54950. The date of the posting is September 19, 2013.

MONTECITO FIRE PROTECTION DISTRICT

By 
Terry McElwee, Operations Chief

PROJECT APPROACH AND METHODOLOGY

Project Summary

Diamante Partners, LLC understands that California Fire Protection Districts are tasked significant roles and responsibilities to provide comprehensive fire and life safety services to their community. Diamante has assembled a team of experienced and professional California Fire District experts with over 50 years of California Fire District experience to concurrently develop both a Community Risk Analysis (CRA) and comprehensive Standards of Cover (SOC) study for the District Board of Directors consideration. These planning tools will assist the Fire District and its community with risks specific to the Montecito Fire Protection District (MFPD), providing a snapshot of 2013 capabilities and where the organization can improve its service to the community. This work will lay the foundation for strategic planning.

Diamante will achieve the goal of developing the CRA and SC through a series of concurrent and consecutive actions that will include:

- Ongoing interaction and communication with the MFPD Project Manager;
- Scheduled face-to-face data gathering and planning meetings with stakeholders such as homeowner associations, labor groups, District Board of Directors, staff members, County of Santa Barbara counterparts, identified fire and EMS departments and agencies and other selected members of the respective communities;
- Scheduled conference call meetings with stakeholders, identified fire and EMS departments and agencies to continue collaboration and information sharing; and,
- An integrated use of information technology at several levels to promote and facilitate collaboration among Diamante and project stakeholders, seek feedback and other critical data from identified parties and to facilitate management of the project.

Diamante would first meet with the Montecito Fire Chief to address expectations, establish a baseline of operation and develop a Task Management Plan (TMP). The TMP is designed to provide the MFPD with a description of activities, deliverables, schedule for completion of activities, roles and responsibilities of the client and Diamante team members, and agreed upon benchmarks to meet the expressed scope of work. Diamante would then schedule meetings with representatives of the identified fire departments, local governments and EMS agencies to begin the independent review of current operating agreements and interview fire agency representatives and elected officials.

At a minimum the following agencies would be interviewed:

- County of Santa Barbara Fire
- City of Santa Barbara
- U.S.D.A. Forest Service
- Carpinteria/Summerland Fire District
- Santa Barbara County Sheriff's Dispatch
- American Medical Response (AMR)
- MERRAG
- Montecito Association
- Montecito Trails Foundation
- Montecito Foundation

- Montecito Planning Commission
- Montecito Board of Architectural Review
- Homeowner Associations as identified by the MFPD

Working with the various stakeholders, we will identify existing planning documents and procedures that already exist within the respective departments and in Santa Barbara County, as well as best practices and benchmarks that will support fire and EMS service assessment and delivery. We will utilize all applicable standards, ordinances and guidelines including the provisions of the Health and Safety Code, State of California, Fire Protection District Law of 1987, the National Fire Protection Association (NFPA), the International Code Council (ICC) and current fire and life safety ordinances, the Insurance Service Office (ISO), Commission of Fire Accreditation International, and others to conduct and/or support our comprehensive analysis, findings and recommendations. Once relevant material/data is collected, we will assemble a draft report and then reconnect with both MFPD and selected stakeholders to confirm and/or clarify findings as well proposed recommendations.

Finally, all of the operational analysis, financial review and Response Coverage study planning documents will be used to develop a comprehensive CRA and SOC that can be used for both MFPD's strategic planning and for presentation to elected officials.

Methodology

The CRA will cover three (3) major areas:

- *Fire Flow-* plays a critical role in unprotected structures that pose a risk to the community. We shall identify structures with fire flow requirements greater than the existing water supply and on duty resources.
- *Life Hazard-* plays a huge role in the community risk analysis. We shall determine areas within the District that significant incidents could result in life hazard risks,
- *Community Consequences-* consequences change the community in many ways including loss of tax base, interruption of the life style of the community, isolation of the community and disruptive factors such as a school being destroyed and hence the need to move students while the structure is rebuilt or rehabilitated.

The SOC will be organized into five (5) focus task areas or “Themes” to ensure the all sections of the Project Scope will be addressed. Diamante Team Members will be integrally involved in each theme area infusing both their experience and contemporary best practices into a synthesized set of recommendations that will cover:

- Fire suppression/operations;
- Fire prevention;
- Emergency medical services;
- Disaster preparedness/mitigation
- Administration/Management and Governance.

As part of this evaluation and subsequent recommendations, the current financial structure, additional options and their financial impacts will be identified. Most importantly, Diamante recognizes the importance of melding improved performance with the community's desire of maintaining its local identity and philosophy. Continued engagement of the surrounding communities, local, regional and state stakeholders, federal organizations and the private sector (where and when applicable) will be a

corner stone to the success of this effort. Diamante will engage target stakeholder groups and solicit feedback through several face-to-face meetings or briefings and conference calls. Diamante will also utilize well-established web-based conferencing tools to regularly host meetings with project team members and interested parties. These tools will allow the project team to engage large numbers of participants – who log into an internet site from their offices or the comfort of their home – who can be presented with materials and who can make immediate comment in real time. This will be particularly useful to solicit public participation and comment and provide the opportunity for the public to share opinions and participate in the planning effort. We will also use audio conferencing and utilize an electronic newsletter for regular project updates and for outreach to stakeholder groups.

Lastly, we will provide an internet site that will provide for an integrated project workspace that will promote effective collaboration and allow the project team to virtually partner with stakeholders, publish documents, maintain task lists, implement workflows, and share information through the use of wikis and blogs. We will accomplish this by deploying two Microsoft software products – Sharepoint and/or Groove. We believe that the use of this technology will ensure the most productive outcome and minimize the financial impact to MFPD.

Diamante will identify and assess the significant risks, rank or evaluate those risks and propose suitable mitigation measures which will include, but may not be limited to:

- Wildland fire Hazards
- Flood/Costal Surge
- Earthquake
- Tsunami
- Landslide/Costal Erosion
- Hazardous Materials
- Terrorism/ Weapons of Mass Destruction
- Significant Emergency Medical Events

Diamante shall also evaluate current MFPD capabilities and review past experiences which may include a post-incident analysis of major or unusual incidents, review of the standardized evolution programs including fire, EMS, special operations and review of mutual aid/auto aid response capabilities. Please note that Diamante **will not utilize** the RHAVE (Risk, Hazard and Value Evaluation program) computer model for the study. We have utilized this tool in the past and find that it is both cost prohibitive and labor intensive. Additionally, local firefighters have a much more accurate source of pertinent information based on pre-incident planning, historical knowledge and training scenarios.

In the end, MFPD Fire and EMS capabilities will be fully evaluated during the SOC process based upon the CRA. Diamante shall make conclusions about the unprotected risks and offer solutions for the community that could involve improvements to the fire agency, code changes, infrastructure modifications, improved relationships within the governmental agencies serving the community all in an effort to reach an acceptable risk.

SPECIFIC TASKS, DELIVERABLES AND TIMELINES

The following tasks, deliverables and timelines are provided below as Diamante's work strategy for developing, executing and finalizing the CRA and SOC:

Task 1a and 1b
(1a) Perform analysis of current operations
and
(1b) Review appropriate standards (benchmarks) for community
fire operations and Fire based emergency response

This task will be comprised of two (2) sub-tasks and will include a review of current operations and existing conditions, contracts and deployment of MFPD to include the organizational structure from the field operation, management, governing body and key interrelationships and interactions. In addition, a review of appropriate standards (benchmarks) for community fire operations and fire-based emergency response will be conducted.

Task 1a- Information to be collected during a series of working session, virtual surveys and/or during follow-up stakeholder meetings includes, but will not be limited to:

- Essential Functions, including personnel, equipment, systems, records, communications systems and facilities
- Facility locations, requirements, and alternate sites
- Department specific threat and vulnerability assessments
- IT and vital records maintenance
- Current understanding of activation, notification and control parameters
- Existing land use and community development
- General Plan and population trends
- Mutual Aid and Auto Aid Agreements
- Current coverage and response times
- Current staffing levels
- Current equipment inventory and equipment levels
- Facilities
- Current financial resources available
- Current fire and life safety codes and ordinances
- Current dispatch agreements and structure
- AMR (ambulance service) contract and coverage service delivery interface

From the data collected, we will organize our analysis around the following themes:

Organizational Structure

This component will review the organizational structure of the fire district from the field operation through the management and elected body. This review will include:

- Structure of response areas, equipment and personnel assigned
- Response time and performance aspects
- Frequency and type of service calls
- Current dispatch agreements and structure
- AMR contract and coverage service
- Governance structure

Community Research and Design

This component will review the current relationship between the district and its immediate governmental neighbors and the residents within. It will also consider current legislative requirements with organizational options and potential changes.

This review will include:

- Focus groups for residents, business leadership and elected officials to include outcome expectations
- Applicable codes and ordinances
- General Plan and population trends
- Standards of coverage for present services delivered and any recommendations provided with this report

Infrastructure Evaluation

This component will review the current status of the local infrastructure to include fire stations, apparatus and related facilities and equipment. This review will include:

- Site visits
- Review of current budgetary commitment
- Previous infrastructure analysis
- Future needs
- Options (if any) for outside funding

Task 1b- Review appropriate standards (benchmarks) for community fire operations and fire-based emergency response, to include but not limited to:

- Coverage area
- Response times
- Staffing needs
- Equipment needs
- Facility needs, additional stations, recommended construction, dates and locations
- Dispatch
- Response, staffing and equipment specific to the wildland fire interface throughout the County
- County wide hazardous fuels reduction program

DELIVERABLE: 1a: Comprehensive analysis of county-wide fire operations, organizational management structures and interrelationships and interactions of stakeholders.

DELIVERABLE 1b: Comprehensive analysis of current community benchmarks to be used for developing Standard of Cover recommendations and plan for future growth and service delivery demands.

**Task 2
Conduct Community Risk Analysis (CRA) &
Standards of Cover (SOC) Deployment Analysis**

A CRA allows fire agencies to be responsive to its community in a cost effective and efficient manner. It also allows organizations to look at its fire and emergency response problems in a holistic and systematic approach. Conducting the CRA includes identification and in-depth analysis of target or critical hazards. SOC are those written procedures that determine the distribution and concentration of the fixed and mobile resources of a fire and EMS organization. This task will include the development of both a CRA and a SOC for the MFPD. National Fire Protection Association (NFPA), Insurance Services Organization (ISO), fire and life safety codes and Occupational Safety and Health Agency (OSHA) standards will be reviewed and incorporated and/or will serve as the guidelines by which District decisions about distribution, concentration, and staffing of line companies. Population, certain special hazards, and other factors were also considered.

Diamante's approach would be to tap into the experience of the Chief and Company officers within the MFPD. This approach encourages members of the organization to be on the same page while enabling training opportunities for the MFPD moving forward. The result would be identifying risks, providing standardized solutions and offering the opportunity for public officials as well as community members the ability to make substantive changes or agree upon acceptable hazards.

Diamante will apply nationally recognized standards in developing a comprehensive standards of response coverage while at the same time incorporating the needs and input of the local agencies, locally elected officials and the public. Diamante will also utilize a survey tool to gather input from the community on their expectations of service delivery given different variables or scenarios. This is a valuable tool for public officials to help them determine priorities for the future. Diamante would incorporate current funding levels versus overall need as identified by the solicited input in contrast to what is current today. Diamante would also provide several alternatives for the consideration of the elected officials and fire professionals who serve the region to assist in making an informed decision.

As part of the process the review would include, but not be limited to the following:

- Current station locations and staffing versus the standards as identified in nationally accepted processes.
- Staffing of Fire companies
- Historical measures of emergency workloads in the MFPD.
- Computer mapping and recording tools to analyze the impact of fire station locations

In addition, Diamante will provide a road map for the future based upon the SOC to assist in determining future station locations or relocations. To accomplish this task, Diamante will apply a transparent approach allowing all interested and affected parties to provide input via a website we will establish for the project along with stakeholder meetings and meetings with labor, management and elected officials and follow up meetings prior to final draft to ensure we captured the input from all stakeholders.

DELIVRABLE: Draft Data for CRA and SOC Deployment Study for MFPD

Task 3

Develop financial analysis of costs related to addressing critical deficiencies and Consider, evaluate and recommend financing mechanisms

This component will review identified deficiencies and current status of the finances of the MFPD. We will analyze the potential costs savings if any with a consolidation or merger along with estimated the saving potential with economies of scale under various scenarios of service delivery, growth and development along with national, state and local service delivery trends. This will culminate with a series related recommendations.

- Review of MFPD expenses and revenue
- Identify current financial health and/or unmet needs
- Options for enhancing revenue
- Financial impact or cost for any and all recommendation as provided with this report

DELIVERABLE: Written analysis of costs related to addressing critical deficiencies and associated recommendations.

Task 4

Develop and Complete Final Report/Recommendations

Once all materials have been received, Diamante will create a working draft CRA and SOC study. This initial draft report will be reviewed by Montecito Fire and selected stakeholders before final delivery to MFPD.

- Diamante will coordinate all input, findings, written analysis and recommendations to ensure all aspects the project have been met.
- Diamante will meet and/or hold conference calls with all affected and interested stakeholders to ensure we have allowed for inclusion in the process and for any final input.

DELIVERABLE: A professionally-prepared comprehensive report and analysis that will provide the road map for future planning for the MFPD.

Task 5

Provide formal presentation of the project

Once the working draft has been completed and the selected MFPD review team has commented, the Final Draft will be prepared and delivered to the Board of Directors for its approval. Upon approval, Diamante will deliver a formal presentation to the Board of Directors on the analysis process, findings and final set of recommendations.

DELIVERABLE: Final Draft of the Community Risk Analysis and the Standards of Cover Document and presentation to the MFPD Board of Directors.

COMMUNITY RISK ANALYSIS CONCURRENT WITH SOC STUDY

Project Timeline- 6 Months (estimated)

PROJECT START-UP

Estimated Project Duration- October 1, 2013 to March 31, 2014

Task 1: Perform analysis of current operations and review appropriate standards (benchmarks) for community fire operations and fire-based emergency response.

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24

Weeks 1-8



Stakeholders shall be thoroughly engaged throughout all tasks

Task 2: Conduct Concurrent Community Risk Analysis and SOC Study. Surveys and web-based tools to be utilized.

Weeks 8-18



Task 3: Develop financial analysis of costs related to addressing critical deficiencies and consider, evaluate and recommend financing mechanisms.

Weeks 12-18



Drafting Community Risk Analysis and SOC Study

Task 4: Develop and Complete Community Risk Analysis and SOC Study and Recommendations.

Weeks 18-22



Presentation of Draft Analysis and SOC Study to MFPD and incorporation of updates

Weeks 20-23



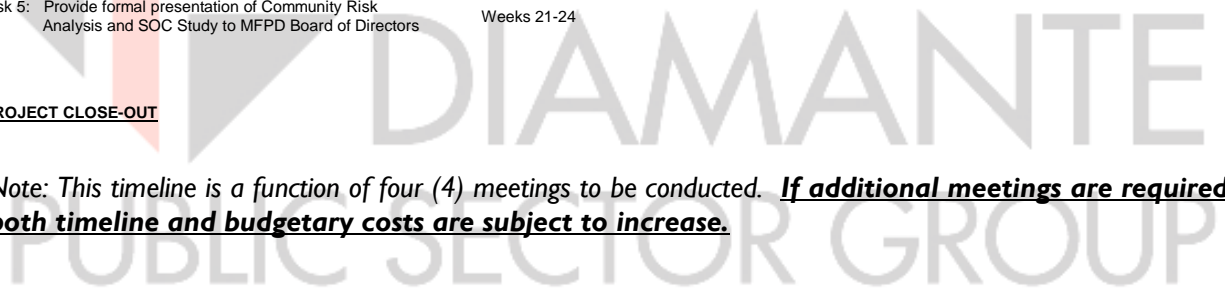
Task 5: Provide formal presentation of Community Risk Analysis and SOC Study to MFPD Board of Directors

Weeks 21-24



PROJECT CLOSE-OUT

Note: This timeline is a function of four (4) meetings to be conducted. If additional meetings are required, both timeline and budgetary costs are subject to increase.





Montecito Fire Protection District
Attention: Chief Chip Hickman
595 San Ysidro Rd.
Santa Barbara, CA 93108

August 16, 2013

**Subject: Scoping Document for the Comprehensive Community Risk Analysis Study
and Standard of Coverage Study**

Dear Mr. Hickman,

Tetra Tech, Inc. (Tetra Tech) has prepared the enclosed six hard copies of the Scoping Document in response to the request received on July 26, 2013 from Fire Chief Chip Hickman.

Upon award of the contract, Tetra Tech is available to immediately begin the work. Any questions on this submittal should be directed to me at:

Michelle Bates
Principal Scientist
5383 Hollister Ave., Suite 130
Santa Barbara, CA 93111
Telephone: 805-895-2054
FAX: 805-681-3108
Email: michelle.bates@tetrattech.com

I have the authority to bind Tetra Tech to provide the proposed services.

Tetra Tech appreciates the opportunity to work with the Montecito Fire Protection District.

Sincerely,

TETRA TECH, INC.

A handwritten signature in cursive script that reads 'Michelle Bates'.

Michelle Bates
Principal Scientist

cc: Amy Noddings (Tetra Tech)
Rob Flaner (Tetra Tech)
Jason Geneau (Tetra Tech)



Scoping Document for the Comprehensive Community Risk Analysis Study and Standard of Coverage Study, Montecito Fire Protection District

August 16, 2013

Submitted to:

Montecito Fire Protection District
Attention: Chief Chip Hickman
595 San Ysidro Rd.
Santa Barbara, CA 93108

Prepared by:

Tetra Tech, Inc.
5383 Hollister Ave, Suite 130
Santa Barbara, California 93111

INTRODUCTION

For this effort, Tetra Tech, Inc. (Tetra Tech) offers a unique integration of emergency response, emergency management, and regulatory compliance services and experience. The following sections of this scoping document outline the advantages and distinctive benefits we offer the Montecito Fire Protection District (MFPD) for this project. The first section summarizes our technical approach for the Comprehensive Community Risk Analysis Study, and the second section summarizes our technical approach for the Standard of Coverage Study.

BUSINESS IDENTIFICATION

As one of the largest technical consulting firms in the country, Tetra Tech’s more than 13,000 staff members bring a track record of successfully managing over \$2.6 billion in client programs annually. For more than two decades, governments at the local, state, and federal levels have turned to Tetra Tech to evaluate response capacity and capabilities. When combined with experience designing and managing all aspects of emergency response programs including the current capabilities of the response teams and capabilities defined in the United States Department of Homeland Security’s (DHS) Core Capabilities, Target Capabilities List (TCL) and National Fire Protection Association (NFPA) standards, Tetra Tech brings the ideal skillset to this project.

Our ability to evaluate fire and EMS programs comes from more than simply reading guidance manuals. Our expertise comes from real-world experience working on a wide array of disaster management initiatives at the federal, state, and local levels while responding to real-world disasters. Tetra Tech is a recognized industry leader in emergency management and response.

Tetra Tech is also recognized nationally for its subject matter expertise in the field of hazard mitigation planning (HMP) pursuant to the Federal legislation. The experience our team has gained from our many engagements has allowed us to stay on the forefront of developing and delivering innovative approaches and solutions to our client’s challenges in the scope of work areas. Tetra Tech’s deep portfolio of experience in hazard mitigation planning gives our team the highest degree of capability to not only meet, but exceed the district’s expectations for this project.

Our experience in all phases of emergency management and response is constantly melded with the latest guidance from trade organizations, DHS, and the Federal Emergency Management Agency (FEMA). Tetra Tech’s ability to successfully complete this project will stem from our deep understanding of community-based fire and EMS operations.

QUALIFICATIONS

Tetra Tech’s team is comprised of key leaders and support personnel with the credentials needed to provide the technical support being sought by the MFPD. All team members are employees of Tetra Tech; we will not be using any subcontractors on this project. Our team experience working

Keys to Successful Project Completion

1. **People** – Tetra Tech offers a multidisciplinary team of personnel familiar with fire and EMS response and planning.
2. **Methodology** – Time tested project management methodologies ensure the project will be on-time and on-budget.
3. **Experience** – Tetra Tech has demonstrated success in fire and EMS planning and program management spanning three decades.

within the State of California will provide continuity and leadership assuring a smooth and efficient planning process. Our experience working directly with FEMA Region IX at a programmatic level ensures familiarity with the technical and regulatory requirements to shepherd a planning effort. Our experience completing 8 multi- and single-jurisdiction plans in California provide us with a great deal of subject-matter expertise relevant to California. Tetra Tech's proposed technical leads and supporting personnel are introduced below.

Rob Flaner, Study Manager/Technical Lead for the Comprehensive Community Risk Analysis Study, Certified Floodplain Manager (CFM). Mr. Flaner will be responsible for planning and executing all tasks of the Comprehensive Community Risk Analysis Study through to the project's completion. Mr. Flaner will manage the multidisciplinary project team and will serve as the Lead Project Planner for this project to ensure plan compliance with FEMA requirements. Mr. Flaner has 22 years of experience in floodplain management as well as hazard mitigation through FEMA programs. He developed a comprehensive background in all aspects of floodplain management administering the Community Rating System (CRS) under contract with FEMA. Mr. Flaner was responsible for implementing the CRS program in nine western states covering three FEMA Regional offices, including FEMA Region IX. He was able to take this vast experience and apply this knowledge to planning for the impacts of natural hazards in response to federal mandates under the Disaster Mitigation Act of 2000 (DMA). Mr. Flaner is very familiar with the federal requirements of the DMA, and has been trained and certified by FEMA as a Disaster Assistance Employee (DAE) to review hazard mitigations plans for DMA compliance. He has an extensive resume of hazard mitigation projects that he has managed including the following California planning efforts: City of Roseville, Contra Costa County, Humboldt County, Del Norte County, Siskiyou County, and Tehama County. As the Study manager and technical lead for this project, Mr. Flaner will be responsible for and involved in the completion of 100 percent of the scope of work as outlined in the following section.

Ed Whitford, Risk Assessment/Senior Geospatial Analyst/HAZUS Team Leader, CFM. Mr. Whitford is our team's Senior Geospatial Analyst and will be the lead for the Risk Assessment, including compiling relevant GIS layers and profiling hazards in HAZUS-MH. Mr. Whitford is an advanced user of HAZUS for risk assessments, estimating losses for earthquake and flood events. He brings exceptional cartographic skills, as demonstrated by his publication of two maps in the ESRI Map Book (Volume 20) and his award for outstanding cartographic production in a Hewlett Packard international competition. His specialty is in distilling tabular data generated in HAZUS-MH to meaningful information for local hazard mitigation plans. Mr. Whitford is a FEMA-certified "Practitioner" for all applications of HAZUS and his expertise in risk modeling excellence was recognized in 2011 by FEMA when he was named "HAZUS User of the Year." His work will be regularly seen during the planning process through the maps and graphs used to visually depict model results at planning committee meetings and at public workshops. Mr. Whitford will regularly interact with GIS staff and will report directly to the Technical Lead, Rob Flaner.

Jason Geneau, Study Manager/Technical Lead for the Standard of Coverage Study. Mr. Geneau will be responsible for planning and executing all tasks of the Standard of Coverage Study through to the project's completion. Mr. Geneau is a veteran of the emergency management community specializing in HazMat planning and program management. As the Weapons of Mass Destruction Planning Coordinator, Mr. Geneau was charged with managing the HazMat program for the City of Philadelphia's Office of Emergency Management. This role included managing HazMat funding streams, related grants, cost recovery, Tier II management and regulatory compliance. In addition, Mr. Geneau was the vice-Chairman of the Philadelphia LEPC where he oversaw a successful reorganization and revision of the bylaws. Mr. Geneau was the lead planner in charge of writing the Massachusetts state HazMat Annex and revising the local & regional HazMat response templates. Mr. Geneau started his career in EMS before transitioning into emergency management as an Oil & Gas Emergency Services Planner in Santa

Barbara, California. In this role he responded to releases and oversaw the writing, revision and exercising of Facility Response Plans (FRP) for more than a dozen large scale HazMat facilities annually. Mr. Geneau is a graduate of Rutgers Law School and is currently pursuing Master's Degrees in Public Administration and Homeland Security.

Eric Deselich, Standard of Coverage Analyst. Mr. Deselich will be the lead for the Standard of Coverage Study. Mr. Deselich is a Fire Department management specialist that provides technical support as a planner and exercise design specialist for clients in the local, state, and federal government sectors. Project support includes project and task management; technical reporting, emergency planning, and grant writing; training/exercise program development and implementation; and client communication. Mr. Deselich is a retired Kansas City Missouri Fire Department Company Officer with 23 years emergency response experience. He was responsible for supervising daily on-scene emergency operations for fire, technical rescue, EMS, and hazardous materials response. From 2002 to 2010, Mr. Deselich was assigned to the Hazardous Materials Division where he provided numerous trainings and acted as Team Chemist during emergency responses across Kansas City.

Amy Noddings, Local Liaison. Ms. Noddings works in the Tetra Tech Santa Barbara office and will be the local liaison between the MFPD and the Tetra Tech study managers, Rob Flaner and Jason Geneau. In addition, she will assist in the coordination of local meetings and interviews. Ms. Noddings has over 5 years of experience and is currently managing the completion of a Vegetation Mapping project at MCAS Miramar and a Prescribed Burn Pilot Study at Vandenberg AFB. Ms. Noddings has led and conducted general biological and botanical field surveys and authored a variety of documents. The Burned Area Emergency Response project for the Highway Incident Fire on Vandenberg AFB required the assessment and mapping of invasive plant species, on-going treatment of invasive plant species, completion of surveys and monitoring for special-status species, installation and monitoring of erosion and sediment controls, and reporting. Ms. Noddings contributed to all aspects of the project. Ms. Noddings authored the update to the Wildland Fire and Fuels Management Plan (WFFMP) on Vandenberg AFB. Ms. Noddings attended interdisciplinary meetings, performed a field verification of fuels on Base, and researched fire ecology, vegetation types for fuels management, and fuel models. The project resulted in a WFFMP that incorporates natural resources concerns with fire management priorities. Detailed analysis was also conducted using base GIS data.

Michelle Bates, Senior Quality Assurance Analyst. Ms. Bates will serve as the Quality Assurance/Quality Control reviewer for this project. Ms. Bates has substantial project management experience with over 14 years of experience in planning and natural resources management. Ms. Bates is the Program Manager for Tetra Tech's existing Environmental Conservation Support Services Contract at Vandenberg AFB. Ms. Bates has been involved in each of the 32 task orders awarded to date. She has a diversity of responsibilities under this contract, including technical lead, Project Manager, and quality assurance/quality control (QA/QC) reviewer. Ms. Bates managed the update to the WFFMP on Vandenberg AFB. For this project, a 10-year plan was developed, which selected 10 projects for implementation over the next 10 years. The project required coordination with various departments on base, including base fire personnel. The project resulted in a WFFMP that incorporates natural resources concerns with fire management priorities. Ms. Bates has extensive experience managing conservation projects. Ms. Bates managed the Burned Area Emergency Response project for the Highway Incident Fire on Vandenberg AFB. The project required the assessment and mapping of invasive plant species, on-going treatment of invasive plant species, completion of surveys and monitoring for special-status species, botanical sampling, completion of a hydrogeological analysis, installation and monitoring of erosion and sediment controls, rain event monitoring, and reporting. Ms. Bates will perform quality control reviews throughout the completion of this project.

SECTION 1
COMPREHENSIVE COMMUNITY RISK ANALYSIS STUDY

TECHNICAL APPROACH

Tetra Tech has been on the cutting edge of risk analysis, capability assessment, and hazard mitigation planning (HMP) efforts pursuant to the Disaster Mitigation Act of 2000 (Public Law 106-390) since its inception. Tetra Tech is recognized nationally for its subject matter expertise in the field of HMP pursuant to the Federal legislation. Collectively, the experience our team has gained from our many engagements has allowed us to stay on the forefront of developing and delivering innovative approaches and solutions to our client's challenges in the scope of work areas.

We have reviewed the scope of work outlined by the RFQ and feel that Tetra Tech's preferred methodology for risk assessment will not only meet, but exceed the District's expectations. For the Comprehensive Community Risk Analysis Study component of this project, we propose a technical approach that is broken into the following phases:

- Phase 1: Project Initiation and Scoping
- Phase 2: Data Acquisition and Gap Analysis
- Phase 3: Risk Assessment
- Phase 4: Hazard Risk Ranking
- Phase 5: Mitigation Alternatives Analysis
- Phase 6: Final Report preparation

The specific tasks to be completed under each phase are discussed below.

PHASE I: PROJECT INITIATION AND SCOPING

Tetra Tech will initiate the planning phase by scheduling a project kickoff meeting with the Montecito Fire Protection District (MFPD) immediately upon notice to proceed. Tetra Tech will use this meeting to introduce the Tetra Tech Project Manager and key staff to representatives from the MFPD as well as additional fire and EMS stakeholders. An overview will be provided and expectations will be set for the development and conduct of the assessment. Most importantly at this initial meeting, Tetra Tech will further outline our project plan, describing our methods for evaluating results and seek approval for the course ahead.

Tetra Tech realizes that preliminary information received in the RFQ regarding the MFPD's requirements must be further detailed and augmented to guide this project. Effective coordination between the MFPD and Tetra Tech is imperative for the successful completion of this project. During the kickoff meeting, we will establish the appropriate lines of communications and attempt to obtain contact information for all project stakeholders. The meeting will provide an overview of roles and responsibilities and clarify the project purpose, goals, and objectives. Additional time will be used make logistical arrangements. Tetra Tech will also request any tactical, operational or strategic documents the MFPD deem relevant to the project

Following the meeting, Tetra Tech will provide the MFPD a work plan that details a timeline of actions and deliverables corresponding to the project. Tetra Tech will submit the work plan for review and comment and will subsequently modify the work plan according to the MFPD's recommendations in order to accomplish project objectives. Once adopted, the work plan will serve as Tetra Tech's roadmap throughout the project.

PHASE II: DATA ACQUISITION AND GAP ANALYSIS

The key to the success of this risk assessment will be the type and availability of data to support this analysis. The model that will be utilized for this assessment require data sets that set parameters in the models. This phase will be dedicated to data acquisition required for the risk assessment model. The first step under this phase will be to identify what data exists. This data can be segregated into 2 categories: data on the hazards and data on the assets exposed to the hazards. The risk assessment personnel will coordinate with MFPD personnel to identify what data is available and the sources of this data. The desired data to acquire include:

- GIS shapefiles data on the extent, location, severity and magnitude of the 6 hazards of concern identified in the RFQ.
- Historic data or scientific data to support the assignment of a probability of occurrence to each of the hazards of concern.
- List of identified critical facilities.
- Data on general building stock that includes; occupancy, date of construction, square footage, number of stories, foundation type and footprint.
- A digital elevation model for the planning area.

Any of the above data that is not available will be considered a data gap. If data is lacking, the models have to make assumptions that decrease the accuracy of the model. It is important to remember that the model is not stating what is going to happen, but rather it is stating what could possibly happen. There is always a level of uncertainty with any risk assessment model. If a key deliverable under this phase will be a gap analysis report that identifies the data gaps (if they exist) and what, if any, impact this gap will have on the risk assessment results. It should be noted that addressing a data gap in a risk assessment is considered to be a viable mitigation action.

PHASE III: RISK ASSESSMENT

Once Phase II is complete, the risk assessment analysts will perform the risk assessment. Tetra Tech will perform a thorough assessment of each hazard and the vulnerability of the planning area to each hazard identified using tools such as GIS/HAZUS, benefit-cost analysis tools, and historical/local knowledge of past occurrences. At a minimum, we will prepare a map delineating each hazard area, a description of each hazard (including potential depths, velocities, magnitudes, frequencies, etc.), and a discussion of past events. Also under each hazard, we will perform a vulnerability analysis that will include (1) an inventory of the number and type of structures at risk; (2) the impact on life, safety, and health and the need and procedures for warning and evacuation; (3) the identification of critical facilities and the impact of the hazard on those facilities; and (4) a review of the development/redevelopment trends projected for the future in each identified hazard area. The tasks to be completed under this phase are described in more detail below.

Task 3A: Update of Critical Facilities and HAZUS General Building Stock Inventories

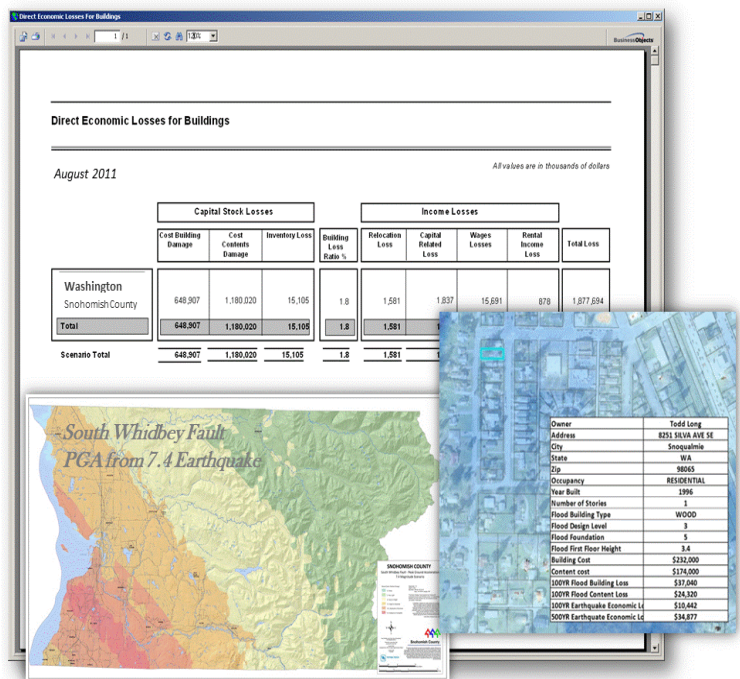
HAZUS-MH Version 2.1 will be the principal tool used in preparing the natural hazard risk assessment. HAZUS has been set up to assess the impacts from seismic, flood, and tsunami-related hazards and can be used as a base model for other natural hazards of concern as well. This task will be dedicated to updating the default level inventories with data on general building stock and critical facilities utilizing the data acquired under Phase II of this scope of work. These updates will be completed using the Comprehensive Data Management System (CDMS), an extension to HAZUS. This process will bolster and regionalize the risk assessment results as they pertain to critical facilities and infrastructure as defined by MFPD. Tetra Tech, working with resources identified under Phase II, will

begin the interface to capture required data to enhance the HAZUS outputs. This data will be combined from several sources and loaded into HAZUS.

Task 3B: HAZUS-MH Analysis

Under this task, Tetra Tech will develop HAZUS runs for the entire planning area. A Level 2 analysis of the flood, earthquake, and Tsunami hazards will be conducted. The flood analysis will incorporate the County’s current DFIRM, as well as the best available digital elevation model (DEM) for the planning area. For the earthquake analysis, both earthquake soils and liquefaction data will be combined with available earthquake scenario data. The graphic below demonstrates our use of HAZUS modeling on a HMP project for Snohomish County, illustrating some of the information generated using HAZUS. The HAZUS model will be populated with updated GIS (CDMS) data obtained under Phase II. The available HAZUS outputs to be analyzed include but are not limited to:

- Dollar loss estimation to general building stock
- Functionality of identified critical facilities
- Debris accumulation
- Displaced households
- Short term shelter needs
- Vehicle damage



The HAZUS results will be segregated by planning partner so that each partner will be able to evaluate and rank risk individually as it applies to its jurisdiction. Additionally under this task, we will perform a land use analysis on the HAZUS hazards outside of the HAZUS model. This analysis will focus on existing land uses within each hazard area to identify those lands that are buildable in the future to gauge the potential for the increase in risk due to future development. This is often referred to as a “buildable lands analysis.”

Task 3C: Risk Assessment for non-HAZUS Natural Hazards

The planning team will perform a risk assessment of the non-HAZUS natural hazards of concern [Wildland Fire, Landslide/Coastal Erosion and Agricultural (pests and disease)]. It should be noted that this task has been separated from the other hazards because no models have been created that are nationally accepted that include damage functions for these hazards. This task will include a GIS exercise designed to analyze building exposure and subjective potential. All outputs generated from these analyses will model those outputs generated by the HAZUS analysis for consistency within the final plan document. This includes dollar loss estimates to general building stock and identified critical facilities and the buildable lands analysis.

Task 3D: Mapping/Cartography

Mapping the extent and location of the hazards of concern will be a large component of this phase. Maps are not only necessary for the analyses to be conducted in this risk assessment, but they are also an important tool in public education. Maps help the public to visualize the extent of the hazard and how it can impact them and their assets.

This task will be dedicated to generating maps that will be used in the planning process as well as the final risk assessment. Maps that illustrate the extent and location of each hazard of concern will be generated at both the regional scale and the jurisdictional scale.

PHASE IV: HAZARD RISK RANKING

This phase will be dedicated to quantitatively comparing the impacts of one hazard to the other. It should be noted that “risk ranking” is a standard product in all Tetra Tech Hazard Mitigation Plans. We have devised a methodology of risk ranking that is not only accepted nationally, but is considered by FEMA to be the preferred approach to comparing the impacts on one hazard versus another. Our methodology is built upon utilizing the results of the risk assessment. This is very important in that local governments need to understand that the risk assessment is a tool that builds capacity, and is not just a planning component. Our risk ranking methodology defines risk as probability x impact, where impact is the sum of the impacts on people, property and economy of the planning area. Every hazard gets assigned a score, using the results of the risk assessment that makes it easy to compare one hazard to another. This risk ranking will be confirmed and validated by MFPD prior to inclusion into the final risk assessment report.

PHASE V: MITIGATION ALTERNATIVES ANALYSIS

Once Phases I through IV are complete, the Tetra Tech planning team will facilitate a review of mitigation alternatives for each of the identified hazards of concern. This will be accomplished through a facilitated session with key MFPD personnel that look at the results of the risk assessment and identify strengths, weaknesses, obstacles and opportunities (SWOO) within the planning area. The principal output of this SWOO session will be a catalog of mitigation alternatives that will break down possible actions by scale (personal, corporate and government) as well as type (manipulation of the hazard, reduction of exposure, reduction of vulnerability, and increasing capability).

PHASE VI: FINAL REPORT PREPARATION

This final phase will be dedicated to the assembly of a risk assessment report. This report will be laid out so that it meets the risk assessment requirements specified under section 201.6 44CFR under the Disaster Mitigation Act (DMA). This will provide MFPD a key component of a Hazard Mitigation Plan should the district ever decide to develop a DMA complaint plan. This report will provide the following for each hazard of concern:

- A profile of the hazard
 - Past events
 - Location
 - Frequency
 - Severity
 - Warning Time
- Secondary Hazards
- Climate Change Impacts
- Exposure
 - Population
 - Property
 - Critical Facilities/Infrastructure
 - Environment
- Vulnerability
 - Population

- Property
- Critical Facilities/Infrastructure
- Environment
- Future trends in development
- Scenario
- Issues

In addition, this report will provide discussion on risk ranking as well as the alternatives review process and outcomes. Delivery of the final risk assessment report will be within 120 days of contract award date. Assuming timely review of the draft document, Tetra Tech will deliver a final report within 120 days of project initiation. The final report will be delivered on a CD-ROM disk with a protected copy of the final report in PDF format and an unprotected version of the final report in Microsoft Word format. In addition, hard copies of the final report will be delivered as requested.

SECTION 2
STANDARDS OF COVER STUDY

TECHNICAL APPROACH

As an experienced provider of public safety capability assessments, Tetra Tech understands that the process of developing answers to seemingly easy questions is incredibly complex. Political currents, public sentiment, union arrangements, historical issues, and vocal stakeholders may all present challenges for the unprepared or naïve. With this in mind, experience has shown that the most effective way to incorporate these elements as assets rather than roadblocks is to maintain transparency at all times and fully engage the interested parties. This begins with a carefully thought out technical approach.

The technical approach outlined by the RFP and summarized below is consistent with Tetra Tech's preferred methodology and in simplified terms asks the following basic questions:

- ✓ What are the current needs?
- ✓ What are the current resources?
- ✓ What are our goals?
- ✓ How do we measure successfully meeting our goals?
- ✓ How do we successfully meet our goals with current or additional resources?

PHASE I: PROJECT INITIATION

Project Initiation & Development of Work Plan

Tetra Tech will initiate the planning phase by scheduling a project kickoff meeting with the Montecito Fire Protection District (MFPD) immediately upon receipt of notice to proceed. Tetra Tech will use the meeting to introduce the Tetra Tech Project Manager and key staff to representatives from the MFPD as well as additional fire and Emergency Medical Services (EMS) stakeholders. An overview will be provided and expectations will be set for the development and conduct of the assessment. Most importantly at this initial meeting, Tetra Tech will further outline our project plan, describing our methods for evaluating results and seek approval for the course ahead.

Tetra Tech fully realizes that preliminary information received in the Request For Qualifications regarding the MFPD's requirements must be further detailed and augmented to guide actual work for this project. Effective coordination between the MFPD and Tetra Tech is imperative for the successful completion of this project. During the kickoff meeting, we will establish the appropriate lines of communications and attempt to obtain contact information for all project stakeholders. The meeting will provide an overview of roles and responsibilities and clarify the project purpose, goals, and objectives. Additional time will be used make logistical arrangements. Tetra Tech will also request any tactical, operational or strategic documents the MFPD deems relevant to the project

Following the meeting, Tetra Tech will provide the MFPD a work plan that details a timeline of actions and deliverables corresponding to the project. Tetra Tech will submit the work plan for review and comment and will subsequently modify the work plan according to the MFPD's recommendations in order to accomplish project objectives. Once adopted, the work plan will serve as Tetra Tech's roadmap throughout the project.

PHASE II: EVALUATION OF CURRENT CONDITIONS

Tetra Tech analysts will define the current community, identify services provided, evaluate community perceptions of current fire and EMS services, and define the risk. Tetra Tech fully recognizes Montecito's unique population demographics and the premium its residents place on timely and effective emergency response and services. The goal of this phase is not to revise operational or tactical procedures, but rather to evaluate the current and future use and arrangement of available resources within the context of interoperability, response times, risk, and history.

Component A: Description of Community Served

Tetra Tech will gather and compile a description and profile of Montecito, utilizing available public and city data such as the 2010 U.S. census and any internal data available. This task will be facilitated by Tetra Tech's in-depth knowledge of the area and which will supplement the hard numbers of the community profile with an understanding of the political and social currents that currently exist within the community. While the profile will reflect data such as population, geography, topography, demographics, and political/administrative structure, the emphasis will be on fire and EMS. Specifically, Tetra Tech will look to describe Montecito's:

- ✓ History, formation and general description
- ✓ Governance and Lines of Authority
- ✓ Organizational Design
- ✓ Operating budget, funding, fees, taxation, and financial resources
- ✓ Description of the current service delivery infrastructure

Component B: Review of Services Provided

As a closely related but more detailed task, Tetra Tech will closely examine the Montecito's current fire and EMS response system. The services review component will be designed to meet the following objectives:

- ✓ Collect data describing Montecito's fire and EMS services' current capabilities by reference to national standards, including analysis of team responsibilities.
- ✓ Identify areas of redundant response capability that may exist among stations.
- ✓ Determine needs for additional trained personnel and response resources while identifying areas where an over-capacity of personnel, equipment, or other assets may exist based on response needs.
- ✓ Identify specific gaps in planning, equipment, training, and exercise; and provide plausible solutions for addressing deficiencies.
- ✓ Define the existing structure, coverage area, response times, and recommend alternative structures and coverage options to include cost benefits, gained efficiencies, and/or risks associated with such recommendations.
- ✓ Provide a historical and risk-based assessment of fire and EMS incidents in Montecito, and identify appropriate resources and training requirements to effectively manage this risk.
- ✓ Recommend additional training sources for first responders.
- ✓ Identify program and policy issues that require further planning.
- ✓ Identify and recommend alternative funding sources and funding methodologies to support the provision and sustenance of fire and EMS services.

Review of the existing service provided will result in the identification of tables, charts, databases, maps, GIS data, and other information that must be gathered and assembled for the service review. Once identified, Tetra Tech staff will gather, track and catalogue all required data to provide a complete reference guide for future plan updates.

Depending upon the availability of required data, Tetra Tech may use a proven web-based survey instrument to collect and compile information on department personnel, training, equipment, exercise participation, and planning statistics. This tool has proven highly successful for other projects, including the development of the Los Angeles/Long Strategic Plan, and allows project stakeholders who otherwise would have been unavailable or inconvenienced by providing information in a traditional format to complete an online survey according to their own schedule and at their discretion. By collecting the bulk of information in this manner Tetra Tech can identify individuals that require further follow-up and telephonic or in person interviews can be shortened by eliminating the need to duplicate questions already answered in the online survey.

STAFFING

The most essential requirement for a successful response is availability of fire and EMS responders (operational staffing levels) with the knowledge and training to anticipate problems, make effective decisions, and execute tasks efficiently. Therefore, it is imperative that stations maintain the appropriate response personnel (Firefighter/EMS) and administrative support (trainers, executive, etc.) required to meet operational requirements. Departments maintaining strong support staffs are better suited to expand response capabilities by providing training, technical expertise, and administrative assistance to their personnel.

FACILITIES

Tetra Tech will examine the current and anticipated facilities currently used by the Montecito's fire and EMS resources and the space required to meet operational requirements. This includes more than just the number of bays as space is also needed to address housing, storage, training, and other operational needs. Tetra Tech will review and make recommendations regarding existing facilities, renovations or upgrades needed to comply with current standards. Tetra Tech understands that the addition or reduction of facilities, especially Fire stations, are highly affected by political and fiscal issues and will evaluate current plans in light of these considerations.

TRAINING

When a fire or EMS call occurs, first responders are aware of responsibilities assigned to them and respond appropriately based on the incident and their levels of training. Responder training levels and certifications serve as reliable indicators of how prepared personnel are to respond to an incident. Department of Homeland Security (DHS) and National Fire Protection Association (NFPA) identify the various levels of training. Thus, for the purposes of assessing training, Tetra Tech will consider both industry standards and best management practices.

SERVICE DELIVERY

Response time to incidents is an essential consideration in the effort to achieve effective resource deployment and successful incident outcomes. Emergency planners and service providers acknowledge the importance of timely response to any potentially life-threatening call. However, simply having personnel arrive to a scene within a certain timeframe does not fully indicate effective service. Available capabilities and the ability to safely conduct needed operations by adhering to procedures such as 2-in-2-out must be considered when identifying adequate service delivery thresholds. These considerations for identified fire and EMS needs will be used to make recommendations

on a staffing, apparatus, and distribution/deployment strategies. In addition, Tetra Tech recognizes the high expectations of Montecito residents in relation to the services available to them. Tetra Tech will discuss national standards with MFPD and determine if these standards are sufficient for Montecito or if more stringent standards should be utilized for this study.

APPARATUS

While the capabilities of primary response vehicles are robust and varied, successful responses often require the utilization of specialized equipment and apparatus. Technical rescue, swift water rescue, HazMat response and air operations are all elements of a full service response organization with hazards typical to Montecito. While the MFPD appears to have access to many pieces of specialized apparatus, either within the department or through mutual aid, these resources are of limited value if they cannot be deployed in a timely manner. With this in mind, Tetra Tech will review and make recommendations regarding the current availability of apparatus and equipment.

Once again, the unique nature of Montecito and the expectations of its residents must be taken into consideration during this evaluation. Whereas the protection of life and health is the primary goal of all emergency response agencies, the public's attenuation to the secondary and tertiary goals of preventing damage to property and protecting the environment are more highly developed in Montecito. The prevalence of high value homes with artistic or historical significance along with expensive furnishings means that the utilization of apparatus and equipment with lower impact options, such as foam delivery, are much more desired than in many other departments. Concurrently, Montecito's pristine setting and historical desire for ecological preservation ensure that environmental impacts and protection are high visibility issues and when possible should also be taken into consideration.

Component C: Community Expectations and Performance Goals

Tetra Tech's public outreach strategy will actively seek out and capture input from the diverse stakeholder groups (general public, business owners, civic organizations, neighborhood organizations, and local industry) interested in or potentially impacted by fire and EMS services. Meetings will be scheduled to accommodate the business sector (between 9-5) and afterhours to allow access for the general public. To that end, Tetra Tech will work with the MFPD to identify and organize resources, solicit project input, and prepare the format for meetings, as described further below.

- ✓ Four (4) general public meetings/workshops will be held within the community to gather input on expectations, customer service, and how these opinions are shaped
- ✓ In light of evolving case law and in the context of the Americans with Disabilities Act (ADA), targeted outreach will be done to ensure that comments are collected from people with disabilities and their advocates as well as those with functional or access needs
- ✓ An e-mail address and contact information will be created and publicized to collect stakeholder feedback from those unable to attend the public meetings
- ✓ An additional meeting will be held with the government stakeholders to gather local input on the expectations, customer service goals, and past performance metrics.

Prior to beginning the outreach process, Tetra Tech will meet with Montecito to design and develop materials for all project meetings. Our expectation is that both the MFPD and Tetra Tech staff will present at the meetings. Copies of all media press releases and other media techniques will be preserved to document the planning process. Input from

these planning entities as to new hazards, revised goals and objectives and service metrics will be captured for inclusion service review.

Component D: Community Risk Assessment

Before Tetra Tech can determine response deficiencies and develop alignment recommendations, Tetra Tech will conduct an analysis of community fire protection risks, growth projections and land uses, and interpret their impact on emergency service planning and delivery. Tetra Tech will evaluate the community features and key resources (hospitals, schools, etc.), zoning classifications, parcel data, International Organisation for Standardization (ISO) fire flow data, economic value, building footprint densities, occupancy data, and demographic information to identify areas with the highest risk of exposure. When available, GIS will be used to synchronize spatial relationships and their impacts on staffing and resource needs. Tetra Tech will leverage its expertise in HAZUS, the FEMA risk model containing information on building and population density based on census tract data to facilitate this task. Once all the planning factors have been reviewed and the required planning elements have been accounted for, Tetra Tech will be better prepared to recommend deployment strategies based upon the developed performance goals.

Component E: Review of Historical System Performance

Building upon Component A and Component B, Tetra Tech will analyze and review the current Fire and EMS deployment and command system to identify strengths, weaknesses, redundancies and efficiency in relation to current standards of response as well as new response goals as developed within this project. Specifically Tetra Tech will look at current:

- ✓ Distribution – facility, apparatus and personnel geographic deployment as it pertains to the service area as a whole as well as targeted hazard or high volume call areas;
- ✓ Concentration – colocation or concentration of sufficient resources, including specialized apparatus and response teams, such that a fully effective response can be achieved within acceptable time parameters;
- ✓ Reliability – Review and analysis of unit specific utilization in contrast to in-service availability, response time, recovery time, and frequency of concurrent use scenarios;
- ✓ Mutual Aid – The ability to supplement existing resources or operational gaps with the use of existing mutual or automatic aid resources.

Tetra Tech will utilize modern GIS practices to develop its analysis of the existing system. In addition, and to the extent that data is available, Tetra Tech will review and incorporate historical response records including response times and relevant maintenance issues.

PHASE III: ESTABLISHMENT OF PERFORMANCE OBJECTIVES

Component F: Performance Objectives and Measures

Drawing heavily upon the community risk assessment and stakeholder input, Tetra Tech will work with MFPD to develop performance objectives and associated measures upon which to gauge effective future performance. These Performance Objectives will allow Tetra Tech to make recommendations concerning the distribution and concentration of Montecito's resources as outlined in Component E.

Component G: Overview of Compliance Methodology

Tetra Tech will work with MFPD to develop an ongoing assessment strategy, incorporating the objectives and performance measures/metrics from Component F and ensuring that ongoing performance can be monitored to allow future adjustments to the deployment strategy.

PHASE IV: DEVELOPMENT, REVIEW, AND DELIVERY OF STANDARDS OF COVER REPORT

Component H: Overall Evaluation, Conclusions, and Recommendations to Policy Makers

Thorough comprehension of current capabilities and collective response capacity will allow the Board to evaluate the current and future response solutions for Montecito. Through this program review, comprehensive information and possible operational models will become available for completing objectives related to: (1) determining equipment needs and procurement strategies, (2) maintaining appropriate training and exercise opportunities for emergency response personnel, and (3) developing comprehensive coverage areas.

As a result, Montecito will be able to confirm existing strategies and/or target deficiencies and ascertain which expenditures would more fully enhance the fire and EMS services abilities to respond. Ultimately, the services review will serve as a long-range strategy reference for MFPD representatives tasked with decision-making to collectively advance Montecito's preparedness and capability to respond at the most efficient cost.

Component I: Development and Review of Draft Project Report

Combining the efforts of all previous Components, Tetra Tech will develop and produce a draft written report for review by MFPD and other stakeholders. Digital copies and hard copies will be provided to ensure adequate opportunity is provided for review and discussion of the draft report prior to finalization. The report shall include:

- ✓ Executive Summary – succinctly describes the nature, scope, methodology, primary findings and critical recommendations from the report
- ✓ Narrative Analysis – details each component task with easy to understand descriptions tailored for public access and review
- ✓ Recommendations – organized and keyed to relevant project components including suggested timelines
- ✓ Visual Aids – charts, graphs, diagrams, etc.
- ✓ Maps – GIS resources and other visually depicted geographic data
- ✓ Appendices – as needed

Component J: Delivery of Final Standards of Cover Document Completion of study will be within 120 days of contract award date.

Assuming timely review of the draft document, Tetra Tech will deliver a final report within 120 days of project initiation. The final report will be delivered on a CD-ROM disk with a protected copy of the final report in PDF format and an unprotected version of the final report in Microsoft Word format. In addition, hard copies of the final report will be delivered as requested.

Proactive Solutions For Tomorrow



Montecito

COMMUNITY RISK ANALYSIS METHODOLOGY



INTEGRATED SOLUTIONS
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August 16, 2013

Montecito Fire Protection District
595 San Ysidro Road
Santa Barbara, CA 93108
Attn: Chip Hickman, Fire Chief

Dear Chip Hickman:

As the individual authorized to contractually obligate and negotiate and as the primary contact for Integrated Solutions Consulting (ISC), I am pleased to present our enhanced methodology to the Montecito Fire Protection District (MFPD).

We truly appreciate the opportunity to be considered for this important project, and look forward to the interview later this month.

Sincerely,



Daniel Martin, Ph.D., CEM, CFM
Managing Principal, Integrated Solutions Consulting, Inc.
412 Notre Dame.
Edwardsville, IL 62025
Phone: 618.307.5111
Fax: 877.684.0557
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EXECUTIVE SUMMARY

The following document provides an explanation of Integrated Solution Consulting's (**ISC**) risk analysis philosophy, which provides justification to why we have embraced a complex community risk assessment methodology that is supported by practical experience, empirical evidence, and a thorough review and integration of peer-reviewed research on assessing and analyzing risk.

Because the proposal submitted in response to Montecito's RFQ (issued April 4, 2013) provides an explanation of our project management and stakeholder participation strategy, this document will focus exclusively on explaining, in greater detail, our overall community risk analysis approach and methodology. This document is meant to complement the proposal submitted in May 2013 by **ISC**.

Further, we have also included our approach to completing the Montecito Standards of Cover study, which will be completed in concert with the Community Risk Analysis..

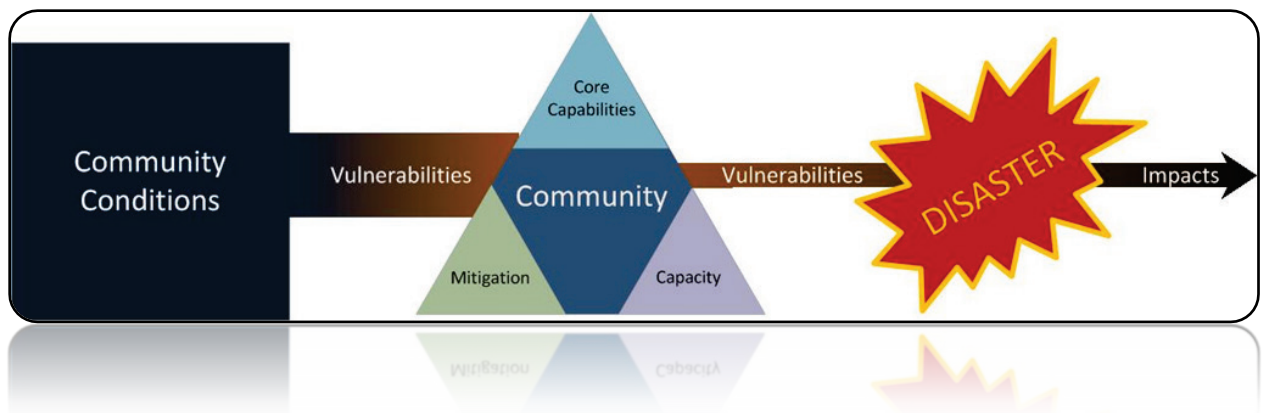
The final output of both endeavors will result in a single Standards of Cover Study for Montecito with an enhanced comprehensive risk assessment. The two tasks will be interdependent and complementary to each other, and the comprehensive risk assessment will serve to identify, justify, and further inform the planning considerations and key components of the Standards of Cover Study.

PART I. OUR RISK ANALYSIS & PLANNING PHILOSOPHY

Even as technological advances are made, and humankind’s ability to better understand disasters becomes more sophisticated, the likelihood that the impact of disasters will decline in the future is very unlikely. Today, there is greater emphasis on addressing these seemingly unending cycles of repeated damages and reconstruction needs in the wake of natural, manmade, and even technological disasters.

Past disaster events, both natural and manmade, seem to indicate that disasters are not problems that can be viewed or solved as isolated instances. In other words, the rising number of disasters and the resulting damages and human losses are more or less “symptoms of broader and more basic problems”. These problems stem from the complexity of disasters and the intricate relationships society shares with both its natural and constructed environments. According to disaster researcher Dennis S. Mileti:

Many disaster losses – rather than stemming from unexpected events – are the predictable result of interactions among three major systems: the physical environment, which includes hazardous events; the social and demographic characteristics of the communities that experience them; and the buildings, roads, bridges, and other components of the constructed environment.



These destructive events, then, must be understood and studied from a holistic point of view, and current and future solutions for mitigating damages and human losses must acknowledge that disasters occur at these intersections. While the escalating losses from disasters will continue to result in part from the continuing expansion of the many communities that make up our great nation, it can also be attributed to the fact that all these systems – and their interactions – are becoming more complex with each passing year.

One way to better understand and manage existing and emerging threats, is to more accurately understand those factors that contribute to these destructive events. Because we recognize these needs, Integrated Solutions Consulting (ISC) has invested significant time and resources to develop proactive solutions,

tools, and methodologies to assist communities like Montecito in better assessing their vulnerabilities and hazards. The culmination of our research and our passion is a dynamic methodology that analyzes these major components, and is something we hope to offer to the Montecito Fire Protection District. This unique and dedicated focus on understanding Montecito’s risks will ultimately allow the Standards of Cover Study to be more in-depth, be community-specific, and offer realistic performance measures and recommendations for future actions.

Disasters are symptoms of broader and more basic problems. Many disaster losses – rather than stemming from unexpected events – are the predictable result of interactions among three major systems: the physical environment, which includes hazardous events; the social and demographic characteristics of the communities that experience them; and the buildings, roads, bridges, and other components of the constructed environment.
(Mileti, 1999).

WHAT MAKES ISC’S APPROACH UNIQUE?

Conducting a risk assessment is the process of identifying hazards, profiling hazard events, inventorying assets, and estimating losses; and also includes, in a more general sense, the process of quantifying and characterizing the threats to humans, property, and the environment. The reason risk assessments are critical to emergency preparedness/response organizations like the Montecito Fire Protection District is that it allows communities to measure and better understand the potential impact of disasters as it relates specifically to damage to property, critical infrastructure, economic loss, casualty, and fatalities. More importantly, by identifying the potential impact of likely disasters, it allows emergency preparedness and community leaders to develop much-needed strategies and to prioritize resource needs to address operational activities and to ultimately help Montecito become more resilient.

Whereas determining and assessing risks has traditionally been associated with hazard mitigation planning, there is growing recognition that this step should be included in all phases of planning (i.e. Standards of Cover). For example, CPG-101 vs.2 strongly recommends the incorporation of risk assessments in the Emergency Operations Plan development process. Moreover, the 2011 HSGP requires the establishment of a Threat and Hazard Identification and Risk Assessment (THIRA). When utilized correctly, risk assessments can be a foundational piece to a jurisdiction’s emergency preparedness program, and will influence all emergency related activities during the prepare, respond, recover, and mitigate phases. Ultimately, this is why the ISC team is committed and dedicated to developing a comprehensive risk analysis that will serve as a strategic guide for existing and future plans, such as the Standards of Cover.

“Whereas determining and assessing risks has traditionally been associated with hazard mitigation planning, there is growing recognition that this step should be included in all plans”

While many strategic and operational level planning initiatives are all-hazards in design, communities must not ignore or undermine the importance of determining what hazards require special attention, which will be especially important in the design and development of the Standards of Cover study. In general, recognizing the potential hazards, identifying the types of impacts a community may encounter, and determining the level of risk, will largely influence the operations and capabilities needed to meet the needs of the community for that specific hazard. For this project, it will inform and possibly validate the capabilities and resources of the fire district, reassess policies, and re-evaluate operation-specific procedures and protocols that will be necessary to adequately and efficiently prepare for, mitigate against, respond to, or recover from a potential hazard. Also, if done correctly, conducting a thorough and comprehensive risk assessment and vulnerability analysis will help guide these activities and decision points in the Standards of Cover study; and, in the future, serve to justify much-needed funding by validating the need to address any potential gaps or issues that may arise from this comprehensive evaluation.

In essence, the quintessential purpose of conducting a risk assessment is to ensure decision-making is not done in a vacuum. Instead, it makes certain decisions are made with the best available knowledge that is based on the most accurate and up-to-date information concerning the potential hazards and their likely impacts and consequences.

THE MISSING LINK – COMMUNITY VULNERABILITY

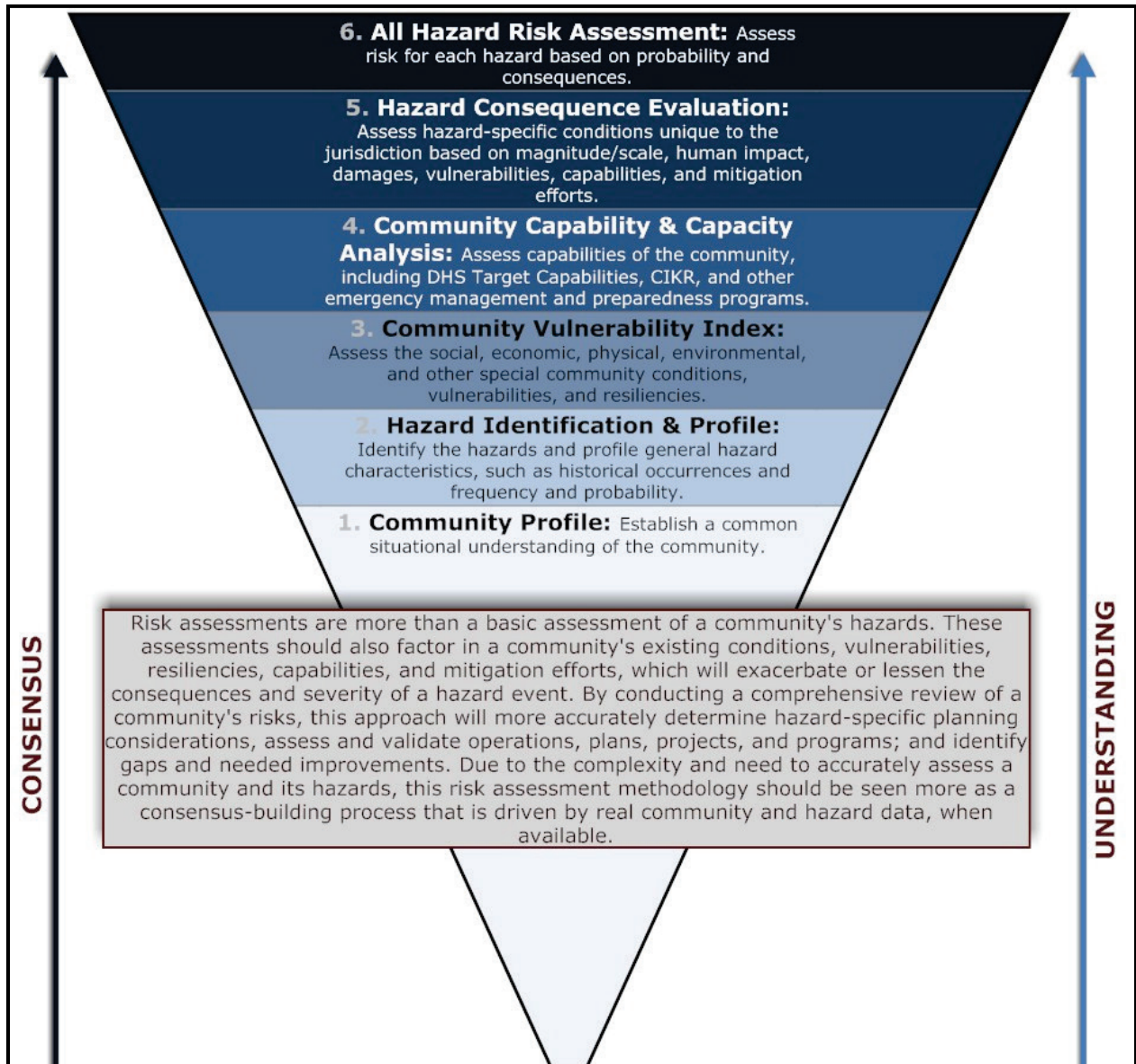
While many risk assessment methodologies focus mostly on the hazard itself, and vaguely address factors related to a community's vulnerability and capacity, exposure alone to a hazard is not enough to result in loss of life and property. For losses to occur, we argue that the force of the hazard must exceed the ability of structures or people to withstand them. In other words, for losses to occur, exposed assets, including humans, must be vulnerable to the forces exerted on them by that particular event. Nevertheless, the vulnerability of a specific locale or edifice can be reduced if adjustments are made to recognize and cope with that hazard prior to the event, which is the impetus for comprehensive emergency management and conducting a thorough risk analysis.

To ensure success, as well as the reliability, and the accuracy of a Comprehensive Risk Assessment and Vulnerability Analysis, ISC feels it is imperative to not only thoroughly understand the methodological challenges of conducting hazard risk assessments, but also have

- a thorough understanding of analyzing community vulnerability,
- access to the latest scientific findings and growing body of knowledge of this emerging science, and
- the ability to articulate these complexities, challenges, and solutions in a clear, concise and consistent manner.

A comprehensive risk assessment approach should utilize specific inputs in order to get a more reliable and realistic assessment of risks in Montecito. The impacts that each hazard might have on Montecito will be assessed according to the characteristics of the hazard and its trends, vulnerabilities of the community, the capabilities and capacities of the fire district, and mitigation efforts.

PART II. OUR RISK ANALYSIS METHODOLOGY



Please note that the proposed Risk Assessment Methodology is actually a process that will consist of a number of key interdependent assessments: the Vulnerability Index Assessment, Capability Assessment, and Hazard Consequence Evaluation. The culmination of these assessments will result in an overall risk summary.

STEP 1: Conduct a Community Profile

The first step is to develop a Community Profile of Montecito, which includes basic demographic, historical, cultural, environmental, future development and growth, and other relevant community data. The purpose of including a Community Profile is to ensure that the Risk Assessment (and ultimately the Standards of Cover Study) is based on a common situational understanding of the community, including recent trends or changes. Step 1 provides basic community knowledge necessary to accurately complete and inform portions of the Vulnerability and Capability Assessments.

STEP 2: Identify Hazards and Complete Hazard Profiles

The second step is to identify real and potential hazards that may impact the community. Due to DHS's emphasis on terrorism, both natural and manmade hazards and threats should be included in this assessment (if selected, ISC and MFPD can reassess the hazard list below). In Step 2, the Risk Assessment provides a profile of the hazards and any relevant data, when available. This includes data pertaining to historical occurrences and trends, frequency/probability, magnitude, scale, and damages. Step 2 provides the data and hazard knowledge necessary to accurately complete and inform portions of the Hazard Assessment & Consequence Evaluation, which will be completed in the final stages of the Risk Assessment in Step 5. The hazards that will be addressed will be:

- I. Wildland Fires
- II. Flood/Coastal Surge
- III. Earthquake
- IV. Tsunami
- V. Landslide/Coastal Erosion
- VI. Agricultural (Pests and Disease)
- VII. Hazardous Materials

In order to visually depict the hazards, and provide a baseline analysis of certain hazards, the ISC team will use GIS and HAZUS (where appropriate) to provide further analysis of key hazards. Additional steps will include:

(1) Research of historical documents and data: by accessing newspapers, historical societies, database searches, etc, the ISC team will gather records that may contain dates, magnitude of the events, damage, and further evidence of the past natural disasters in the community.

(2) Review of existing plans and reports: To ensure MFPD is covering all of the possible hazards, our team will collect and review plans and documents that may have information on risk analysis. Transportation, environmental, or public works reports or plans are examples of documents that may contain relevant information. These documents will be reviewed to identify a list of disasters and potential issues that have occurred in the past. Because this risk assessment will be foundational to the Standards of Cover study, added emphasis will be placed on ensuring

hazards relevant to this study are included. In addition, local comprehensive plans, land use plans, capital improvement plans, as well as building codes, land development regulations, and flood ordinances will be reviewed to identify hazard provisions that indicate the presence of local hazards.

STEP 3: Conduct Analysis

To ensure accuracy and reliability of Montecito’s risk assessment, ISC’s community risk planning tool uses an innovative technology to uniformly assess vulnerability, capability, and hazard risk; control the influence of bias and risk perception, provide a methodological foundation that can be utilized in other preparedness efforts, and a framework that can be easily maintained and updated. The Community, Vulnerability, Risk & Resiliency (CVR2) Model serves as a dynamic planning tool that utilizes proven hazard analysis strategies and processes to build partner consensus, ensure uniformity, and provide results that are operationally significant. CVR2 operates by utilizing a number of input parameters consisting of hazard profiles, economic, social, and physical community vulnerabilities and other special community concerns. These inputs are assessed and evaluated to determine the risk to the community from a specific or multiple hazard threat(s). The output of the CVR2 Model is a prioritized indication of planning risk considerations that can be incorporated into the community’s comprehensive preparedness efforts, providing a foundation that will increase programmatic efficiency, operational effectiveness, and a unified common operational picture. The CVR2 Model is a culmination of over a decade of research by several of the nation’s premier disaster researchers.

STEP 3A: COMPLETE COMMUNITY VULNERABILITY INDEX

In Step 3, each major category and sector-specific area is assessed for their overall vulnerabilities. Each of the indicators of the Community Vulnerability Index is evaluated based on a variety of metrics which prior research has indicated as important measurements of community vulnerability. Although the specific metrics of measurement will depend on the indicator being evaluated, these measurements are organized into broad categories. Some of the major categories and key indicators that will be analyzed include, but are not limited to:

a) Social Vulnerability Analysis:

While many definitions of social vulnerability exist, this concept can be broadly viewed as the characteristics of a person or group and their situation that influence their capacity to anticipate, cope with, resist and recovery from the impact of a hazard or threat. Social vulnerability can also be looked at as the susceptibility of social groups to the impacts of hazards, as well as their resiliency or ability to adequately recover from them. It should be noted that susceptibility is not only a function of demographic characteristics, but also more complex factors such as health care provision, social capital, and access to lifelines. The community social vulnerability tool evaluates the hazard risk exposure of special population types, socio-economic conditions, and cultural conditions using over 40 indicators and 120 measurements of open-source data. While Montecito is highly affluent, this analysis will provide a unique understanding of the social vulnerability and resiliency characteristics of the community.

Social Vulnerability Index	Number of Index Indicators	48
	Methods of Measurement	128
	Sample of Indicators	
	SPECIAL POPULATIONS Children Disabled Non-English Speaking Single Parents CULTURAL CONDITIONS Population by Race Household Types Level of Education Literacy SOCIO-ECONOMIC CONDITIONS Income Poverty	

b) Community Conditions Vulnerability Analysis:

Community-level indicators are measures of conditions within a community that allow Montecito to better understand how the community and its vulnerabilities may be impacted during a hazard event. A community is a complex system of many interconnected components. This assessment is not meant to capture this system in its entirety, but rather to focus on specific categories of indicators. The Community Conditions Vulnerability Analysis focuses specifically on seven (7) broad categories which are comprised of over 40 indicators of community vulnerability and 150 measurements.

Community Conditions Vulnerability Index	Number of Index Indicators	43
	Methods of Measurement	152
	Sample of Indicators	
	ECONOMIC CONDITIONS Revenue Labor Force Unemployment SOCIAL CONDITIONS Social Capital Pets and Animals ENVIRONMENTAL CONDITIONS Preserved Areas, if applicable Coastal GOVERNMENTAL CONDITIONS Organizational Autonomy Resource Availability SPECIAL PROPERTIES/HISTORICAL	

c) Physical Vulnerability Analysis:

The physical vulnerabilities of a community consist of the tangible assets, or built environment, that residents depend upon to provide shelter, facilitate connectivity of the community, and the provision of goods and resources. The built environment provides the setting for human activity, ranging in scale from personal residential structures and buildings to neighborhoods and the community’s supporting infrastructure, such as transportation networks, energy or water systems. The physical vulnerability analysis tool evaluates the community’s critical infrastructure, key resource assets, and building stock’s risk exposure to hazard using over 60 indicators and 180 measurements. Examples include:

- Essential Facilities
- Transportation Systems
- Lifeline Utility Systems
- High Potential Loss Facilities (financial institutions, government buildings, etc.)
- Hazardous Waste/Materials Facilities

Physical Vulnerability Index	Number of Index Indicators	62
	Methods of Measurement	188
	Sample of Indicators	
	CRITICAL INFRASTRUCTURE Energy Water/Wastewater Treatment Transportation Landfill & Recycling Communications KEY RESOURCES Schools Emergency Services Healthcare Facilities BUILDING STOCK Public Buildings Housing Stock	

The Physical Vulnerability Index is consistent with programs such as DHS’ National Infrastructure Protection Plan (NIPP) and the Stafford Act’s disaster assistance programs FEMA’s Public Assistance. The programmatic consistency of the physical vulnerability index will allow for easy integration and import/export of open source datasets into DHS’s Automated Critical Asset Management System (ACAMS), FEMA’s Hazard-US (HAZUS), and other GIS-friendly tools and products. Additionally, the physical vulnerability analysis can easily be expanded to incorporate a more detailed assessment of CI|KR at the asset, system, cluster, or sector level.

STEP 3B: COMPLETE CAPABILITY AND CAPACITY ANALYSIS

In Step 3b, a community-level capability and capacity assessment is conducted. Here, the assigned response/rating to each category/indicator will be driven by local expertise and knowledge if actual data is not readily available for any given indicator.

Capability & Capacity Index	Number of Index Indicators	62
	Methods of Measurement	188
	Sample of Indicators	
	DISASTER EXPERIENCE	
	LEVEL OF PREPAREDNESS Administration, Plans, and Evaluation Program Coordination Advisory Committee Program Elements Planning Incident Management Training Exercise, Evaluation, and Corrective Actions	
POLITICAL CAPACITY		
Political Support Emergency Authorities		
COORDINATION CAPACITY		
Coordination with various levels of government Coordination with private sector MOUs		
STAFFING CAPACITY		
Staff Levels Staff Experience		
FINANCE & ADMIN CAPACITY		
Fiscal Resources & Sources Grants		

STEP 3C: HAZARD ASSESSMENT & CONSEQUENCE ANALYSIS

Step 3c represents the culmination of the previous steps in assessing **each specific hazard** based on the following criteria: Frequency/Probability, Magnitude and Scale, Human Impact (i.e. injuries and fatalities), Damages, Vulnerability, Capabilities/Capacities, and Mitigation. When possible, hazard data from recognized data sources is used to inform this assessment, as indicated

in Step 2. Data sets are also categorized to represent the “last 5 years” in order to support FEMA’s mitigation directive to update the plan every 5 years. In addition to providing local data, the assessment also includes state and national data, when feasible, in order to provide a comparative mechanism.

Also, as part of the assessment for each individual hazard, scores from the previous sections (i.e. vulnerability and capability/capacity) serve as the **baseline score** for each hazard during this phase of the assessment process in determining the **hazard-specific** vulnerabilities and capabilities.

STEP 4: All-Hazard Risk Assessment Summary

At the most fundamental level, both DHS and FEMA recognize that Risk is equal to Frequency and/or Probability X Consequence ($R = F \times C$). More specifically, risk is based on the premise that in order to have a certain level of risk, there must be a probability or likelihood for that event to occur. Likewise, if the event does occur, but there is no impact or consequence, the level of risk is negated or substantially reduced.

Whereas measuring frequency/probability of a hazard is straightforward, defining and measuring "consequence" is more complex. At the most basic level, "consequence" is an assessment of the potential impact(s) if the hazard event actually does occur. In this assessment, the consequence of an event (or the impact) will be interdependent on the following factors: vulnerabilities (i.e. social, physical, and community conditions), capabilities and capacities, mitigation, and the characteristics (i.e. magnitude, scale, etc.) of the hazard event itself. Again, the frequency/probability of the hazard is not included in assessing the “consequence” because without the event, there is no consequence or impact.

The All Hazard Risk Assessment Summary section is simply a summary of Montecito’s risks and the factors that contributed to the overall risk score for each hazard based on the above framework. Each of the previous sections contribute to the total scores for each category.

PART III. STANDARDS OF COVER STUDY – PLAN INTEGRATION

As stated in the Executive Summary, the final deliverable will result in a single Standards of Cover (SOC) Study for Montecito with an enhanced comprehensive risk assessment. The two tasks will be interdependent and complementary to each other, and the comprehensive risk assessment will serve to identify, justify, and further inform the planning considerations and key components of the Standards of Cover Study.

This study will measure distribution and concentration of key MFPD resources and capabilities in Montecito, among other key analytics. Specifically, this study will also incorporate GIS mapping and analysis. Because the risk analysis will inform the planning process, the study will likely be completed **after** (or near the completion) of the comprehensive risk analysis.

The following components will be included in this SOC below. Please note that the risk analysis will also be incorporated into this document. For example, the community profile, which addresses future developments, demographics, key historical sites, etc. will be included in addition to the items below.

STANDARDS OF COVER METHODOLOGY

- 1. Existing facilities and historical analysis:** This section will identify key MFPD facilities and discuss the historical reasons for their establishment.
- 2. Staffing Capacity, Training and Qualifications, etc.:** This section will provide an overview and description of current certifications and qualifications, including personnel.
- 3. Services and Capabilities:** This section will analyze services and capabilities in relation to their primary coverage areas and historical data for past incidents
- 4. Community Expectations:** Measuring and assessing community perceptions and expectations will be especially important for this study. The proposal (submitted in May 2013) discusses ISC's public outreach strategy. Establishing community expectations will be critical in determining performance measures, and will present MFPD an opportunity to educate residents and key stakeholders of the department's capabilities and limitations.
- 5. Establish Risk Levels:** This part of the study will integrate and utilize information derived from the risk analysis to determine risk categories and levels. More importantly, the integration of the risk analysis will enable our team to determine hazard-specific considerations, which will likely differ by hazard.
- 6. Critical Task Analysis –** Depending on input from MFPD, the Critical Task Analysis could be scenario-specific (based on the most prevalent and applicable hazards). The output of this analysis will result in hazard and task specific considerations.

7. System and/or Deployment Analysis will include the following:

- a. Distribution of fixed and mobile resources (what and where): this analysis will assess the current distribution of key MFPD assets in relation to need (based on past deployments, future development and growth, CIKR, community expectations, etc.)
- b. Concentration of fixed and mobile resources (how much): Similarly, analysis of concentration will focus on whether or not MFPD (as presently located) will be able to meet the expected/anticipated need.

NOTE: As previously mentioned, the risk analysis will be integral in informing both the critical task and deployment analyses.

8. Establish consensus on performance measures based on findings

9. Establish consensus on key recommendations and changes based on findings

10. Conform to CFAI Standards of Cover guidelines and others, as applicable



Integrated Solutions Consulting, Inc. (ISC) is a small business focused on developing and implementing comprehensive crisis and consequence management solutions for governments, municipalities, hospitals, schools, and private non-profits. The principles of ISC are based on the operational fields of emergency management, homeland security, law enforcement, health, and environmental sciences; and supported by our reputation of providing exceptional professional consulting services.



Agenda

Item #12

ORDINANCE NO. 2013-01

AN ORDINANCE OF THE GOVERNING BOARD OF THE MONTECITO FIRE PROTECTION DISTRICT ADOPTING BY REFERENCE AND AMENDING THE 2013 CALIFORNIA FIRE CODE AND APPENDIX CHAPTERS AND APPENDIX STANDARDS PRESCRIBING REGULATIONS GOVERNING CONDITIONS HAZARDOUS TO LIFE AND PROPERTY FROM FIRE, HAZARDOUS MATERIALS OR EXPLOSION; PROVIDING FOR THE ISSUANCE OF PERMITS FOR HAZARDOUS USES OR OPERATIONS; ESTABLISHING A BUREAU OF FIRE PREVENTION AND PROVIDING OFFICERS THEREFOR AND DEFINING THEIR POWERS AND DUTIES WITHIN THE DISTRICT; AMENDING SECTION R313 OF THE CALIFORNIA RESIDENTIAL CODE; AMENDING SECTION 1505 OF THE 2013 CALIFORNIA BUILDING CODE; AND REPEALING ORDINANCE NO. 2010-1.

WHEREAS, the Montecito Fire Protection District operates under the provisions of California's Fire Protection District Law of 1987, wherein the State Legislature declared that the local provision of fire protection services, rescue services, emergency medical services, hazardous material emergency response services and other services relating to the protection of lives and property is critical to the public peace, health and safety of the State of California and that local control over the types, levels and availability of these services is a long-standing tradition in California; and

WHEREAS, the State Legislature has also declared that its intent is to provide broad statutory authority for local fire protection districts, encouraging local officials to adopt powers and procedures set forth in the Fire Protection District Law of 1987 to meet their own circumstances and responsibilities; and

WHEREAS, Health and Safety Code Section 13869.7 expressly authorizes the Montecito Fire Protection District to adopt building standards relating to fire and panic safety that are more stringent than those building standards contained in the California Fire Code and other California Building Standards Code.

NOW THEREFORE, the Governing Board of the MONTECITO FIRE PROTECTION DISTRICT ordains as follows:

Section 1. Repeal of Previous Ordinance.

Ordinance No. 2010-1 of the Montecito Fire Protection District is hereby repealed.

Section 2. Adoption of California Fire Code.

There is hereby adopted by the Board of Directors ("Board") of Montecito Fire Protection District ("District"), by reference and incorporation, for the purpose of prescribing regulations of governing conditions dangerous to life and property from fire, hazardous materials or explosion,

2012 International Fire Code and amendments in the 2013 California Fire Code (“Code”), including Appendix Chapter 4 and Appendices B, C, E, F, G, H and I, published by the International Code Council, Inc. including necessary California amendments, save and except such portions as are hereinafter amended, deleted, or added by this Ordinance. A copy of said Code, certified to be a true copy by the Clerk of the Board has been and is now filed in the office of the Clerk of the Board and the same are hereby adopted and incorporated as fully as if set out at length herein. From the date on which this Ordinance shall take effect, the provision thereof shall be controlling within the limits of the territory of the District.

Section 3. Establishment and Duties of Bureau of Fire Prevention.

(a) The Code shall be enforced by a Bureau of Fire Prevention (“Bureau”) in the District which is hereby established and which shall be operated under the supervision of the District's Fire Chief.

(b) A Fire Marshal to be in charge of the Bureau shall be appointed by the Fire Chief on the basis of an examination to determine qualifications.

(c) The Fire Chief may recommend to the Board the employment of technical inspectors, who shall be selected through an examination to determine their fitness for the position. The examination shall be open to members and nonmembers of the District at the discretion of the Fire Chief.

Section 4. Definitions.

The following terms in the California Fire Code shall be construed as indicated:

(a) "Jurisdiction" shall mean the territory of the District.

(b) "Fire Code Official" shall mean "Fire Marshal."

(c) "International Wildland Urban Interface Code" shall mean Section 2 of the District's Fire Protection Plan as may be amended from time to time.

Section 5. Amendments Made in the California Fire Code.

The California Fire Code is amended and changed in the following respects:

(a) Chapter 1, Section 108, Board of Appeals, is deleted.

(b) Chapter 5, Section 501.1, Scope, is amended to read:

“Fire service features for buildings, structures, and premises shall comply with this Chapter. In addition, Fire district access roads and water supply shall be provided and maintained in accordance with Chapter 5 as amended by the Sections 3, 4a and 4b of the District’s Fire Protection Plan as amended from time to time.”

(c) Chapter 9, Section 903.2 Where required, is amended to read as follows:

“Approved automatic sprinkler systems in new buildings and structures shall be provided in the locations described in sections 903.2.1 through 903.2.20. Approved automatic sprinkler systems in existing buildings and structures shall be provided in the locations described by section 903.2.20 and section 1103.5 as amended.”

(d) Chapter 9, Section 903.2.18 Group U private garages and carports accessory to Group R-3 occupancies. Exception, is amended to read as follows:

“An automatic residential fire sprinkler system shall not be required when additions or alterations are made to existing carports and/or garages that do not have an automatic residential fire sprinkler system installed in accordance with this section. NOTE: This exception shall not apply if the alteration or addition includes modification such that a habitable space is created.”

(e) Chapter 9, Section 903.2.20, Additional District Requirements - Automatic Fire Sprinkler System is added to read:

“Automatic Fire Sprinkler Systems

1. Definition and Standard. An automatic fire sprinkler system is an integrated system of underground and overhead piping designed and installed in accordance with fire protection engineering standards (reference standards) as may from time to time be adopted by the District. The system shall include one or more automatic water supplies. These reference standards may include:

(a) Standard Nos. 13, 13-D, 13-R, and 24 as developed and published by the National Fire Protection Association; and

(b) California Fire Code as developed and published by the International Code Council, Inc. and the California Buildings Standards Commission; and

(c) Sections 5a and 5b of the District’s Fire Protection Plan as may be amended from time to time.

Terminology used within this Section shall be as defined in these aforementioned reference standards. The most current edition of these standards

shall be utilized at the time of building permit issuance in the design and installation of any automatic fire sprinkler system required by this Section. Where, in any specific case, this Section and the reference standards identified herein specify different requirements, the most restrictive shall prevail.

2. Application. This Section shall apply to all occupancies within the District's jurisdiction except for townhouses and one- and two-family dwellings, which occupancies are governed by the California Residential Code as amended by the District. If any part of this Section is in conflict with any other part, the more restrictive provisions shall be controlling.

3. Locations Required. Notwithstanding any other requirement of the Code of the County of Santa Barbara, and except as otherwise provided in this Section, automatic fire sprinkler systems shall be installed and maintained in all occupancies and locations set forth as follows:

(a) Any new building for which application for building permits are filed or are required to be filed with the County of Santa Barbara regardless of square footage.

(b) Existing buildings and structures.

(i) Additions or modifications of 500 square feet or more cumulative to existing non-residential buildings or structures for which applications for building permits are filed or required to be filed with the County of Santa Barbara shall require the installation of an automatic fire sprinkler system throughout the entire non-residential building or structure.

(ii) Additions or modifications to existing residential buildings or structures for which applications for building permits are filed or required to be filed with the County of Santa Barbara, which are modified to increase or replace portions of the gross floor area to 3,500 square feet or more shall require the installation of an automatic fire sprinkler system throughout the entire residential building or structure.

(iii). For purposes of measuring cumulative square footage, the District shall include all additions or modifications occurring on or after October 16, 1991.

(c) All existing buildings and structures for which applications for building permits for additions and/or structural alterations are filed or are required to be filed with the County of Santa Barbara, which are not served by water supplies meeting District standards as adopted from time to time. The term water

supply is more specifically defined in the District standards as adopted from time to time.

(d) All existing buildings for which applications for building permits for additions and/or structural alterations are filed or are required to be filed with the County of Santa Barbara, which are not located within three (3) miles travel distance or a five (5) minute response time by fire apparatus from a staffed District fire station.

3. Working Plans and Approvals. Working plans shall be submitted to, and approved by, the Montecito Fire Protection District before any automatic fire sprinkler system is installed, replaced or remodeled. All submitted plans and inspections shall conform to the requirements provided in the aforementioned reference standards.”

Section 6. Amendments Made in the California Residential Code. The California Residential Code is amended and changed as follows:

(a) Chapter 3, Section R313, Automatic Fire Sprinkler Systems is amended as follows:

1. Section R313.1, Exception, is deleted in its entirety and replaced with the following:
 - a. “Any existing townhouse for which an application for building permits is filed or required to be filed with the County of Santa Barbara for any addition or alteration that meets the following two requirements shall be required to install automatic fire sprinkler systems throughout the entire townhouse:
 - i. Consists of a total floor area of 3,500 square feet or more; and
 - ii. The aggregate structural alteration and/or addition is greater than 1,000 square feet in gross floor area. For purposes of defining “aggregate structural alteration and/or addition” all work that has been permitted by the County of Santa Barbara and constructed on or after October 16, 1991, shall be included in this determination.
 - b. Application. The provisions of this Section shall be applicable within the District’s jurisdiction. If any part of this Section is in conflict with any other part, the more restrictive provision shall be controlling.”
2. Section R313.2, Exception, is deleted in its entirety and replaced with the following:

- a. “Any existing one- and tow-family dwellings for which an application for building permits is filed or required to be filed with the County of Santa Barbara for any addition or alteration that meets the following two requirements shall be required to install automatic fire sprinkler systems throughout the entire townhouse:
 - i. Consists of a total floor area of 3,500 square feet or more; and
 - ii. The aggregate structural alteration and/or addition is greater than 1,000 square feet in gross floor area. For purposes of defining “aggregate structural alteration and/or addition” all work that has been permitted by the County of Santa Barbara and constructed on or after October 16, 1991, shall be included in this determination.
- b. Application. The provisions of this Section shall be applicable within the District’s jurisdiction. If any part of this Section is in conflict with any other part, the more restrictive provision shall be controlling.”

3. Section R313.3.1.1, Exceptions (1) and (4) are deleted.

Section 7. Amendments Made in the California Building Code.

The California Building Code is amended and changed as follows:

- (a) Chapter 15, Section 1505, Fire Classification is amended to read:

“1. Notwithstanding any other requirement of the Code of the County of Santa Barbara, and except as otherwise provided in this Section, the roof assembly of any new building or the re-roofing of any existing building, regardless of the type or occupancy, shall be one of the following types of roofing:

- (a) Exposed concrete slab roof.
- (b) Sheet ferrous or copper roof covering only when applied over and fastened to non-combustible materials.
- (c) Slate shingles.
- (d) Clay or concrete roof tile.
- (e) Any other roofing assembly which will, as determined by a certified testing laboratory, meet or exceed the then current test standards required by the Underwriters

Laboratories for a "Class A" roof assembly. A "Class A" roof assembly meeting such standards is a roof assembly that is effective against severe fire exposures. Under such severe exposures, roof assemblies of this class are not readily flammable, afford a fairly high degree of fire protection to the roof deck, do not slip from position and pose no flying-brand hazard.

2. Exceptions. Exceptions from the requirements of Section (1) above are the following:

(a) Structures that are detached from and are not a part of any other structure and which detached structure has less than 500 square feet of gross floor area; and

(b) If, as of the effective date of this Section, less than 10% of the roof area of a then existing structure consists in the aggregate of the roofing materials required in (1) above, and if in addition less than 25% of the roof of said existing structure, is to be repaired, re-roofed or replaced, the replacement material need not be the requirements of (1) above. However, said replacement materials must meet the same fire retardant standards as the portion of the roof being replaced. If the replacement materials consist of wood shakes or shingles, the replacement materials must comply with "Class A" fire retardant treated wood shake or shingle assemblies as determined by a certified testing laboratory."

Section 8. Appeals.

Whenever the Fire Chief disapproves an application or refuses to issue a permit applied for, or when it is claimed that the provisions of this Ordinance do not apply or that the true intent and meaning of this Ordinance have been misconstrued or wrongly interpreted, the applicant may appeal from the decision of the Fire Chief to the Board of the District within 30 days from the date of the decision of the Fire Chief. All decisions of the Board shall be final. The Board shall cause to be kept accurate written minutes and shall deliver or cause to be delivered written findings and decisions on all appeals considered by the Board to the appellant upon request.

Section 9. New Materials, Processes or Occupancies That May Require Permits.

The Fire Chief and Fire Marshal shall act as a committee to determine and specify, after giving affected persons an opportunity to be heard, any new materials, processes or occupancies for which permits are required in addition to those now enumerated in this Ordinance. The Fire Marshal shall post such list in a conspicuous place at District headquarters and distribute copies thereof to interested persons.

Section 10. Enforcement and Penalties.

(a) Any person who violates any of the provisions of this Ordinance or fails to comply therewith, or who violates or fails to comply with any order made hereunder, or who builds in violation of any detailed statement of specifications or plans submitted and approved hereunder, or any certificate or permit issued hereunder, and from which no appeal has been taken, or who fails to comply with such an order as affirmed or modified by the District Board of Directors or by a court of competent jurisdiction, within the required time, shall severally for each and every such violation and non-compliance, respectively, be guilty of an infraction punishable by a fine of not more than \$250. The imposition of one penalty for any violation shall not excuse the violation or permit it to continue; and all such persons shall be required to correct or remedy such violations or defects within a reasonable time; and when not otherwise specified, each ten days that prohibited conditions are maintained shall constitute a separate offense.

(b) The application of the above penalties shall not be held to prevent the enforced removal of prohibited conditions. If a violation is determined to exist or to be impending, the Fire Chief is authorized to take such measures as are deemed necessary or expedient to secure compliance. In carrying out such measures, the Fire Chief and his agents may request, and shall receive, the assistance and cooperation of the County Building Official or other appropriate officials of the County of Santa Barbara.

(c) When the Fire Chief determines that any person has engaged in, is engaged in, or is about to engage in any act(s) or practice(s) which constitute or will constitute a violation of any provision of this Ordinance or the Code hereby adopted, the District Attorney or District Counsel may make application to the Superior Court of Santa Barbara County for an order restraining or enjoining such act(s) or practice(s), a permanent or temporary injunction, restraining order or other corrective order may be granted.

(d) In the event that any person, firm or corporation, whether as a principal, agent, employee or other type of representative shall fail to abate or correct a violation of any provision of this Ordinance or the Code hereby adopted after notice and opportunity to correct or end same, the District Attorney or District Counsel may apply to the Superior Court of the County for an order authorizing the District to undertake actions necessary to abate the violation and to require the violator to pay for the cost of such undertaking.

(e) Any person, whether as principal, agent, employee or other type of representative who maintains any premises in violation of any provision of this Ordinance or the Code hereby adopted shall be liable for and obligated to reimburse the District for all costs incurred by the District in obtaining compliance, or which are attributable to or associated with any enforcement action, whether such action is administrative, injunctive or legal; and for all damages suffered by the District, its agents, officers and employees as a result of such violation or efforts to enforce compliance.

(f) Any violation of any provision of this Ordinance or the Code and any amendment thereto may, in the discretion of the District Attorney for the County of Santa Barbara, be prosecuted as a misdemeanor.

Section 11. Liability.

It is the intent of the Board to establish minimum standards for the protection of the public health, safety and welfare. This Ordinance shall not be construed to establish standards of performance, strength, or durability other than those specified. Neither this Ordinance nor any services rendered in connection with or pursuant to its terms by Fire District officers, agents or employees, are intended as nor shall be construed to be the basis for any express or implied warranties or guarantees to any person concerning any structure or portion thereof or appurtenance thereto constructed, repaired, replaced or removed pursuant to this Ordinance or the Code hereby adopted.

Section 12. Findings.

The Board, following due consideration, hereby finds and determines that all the amendments, deletions, and additions to the foregoing Codes are reasonably necessary due to local climatic, geological, and topographical conditions existing in the District. The District hereby finds and declares that:

The area within which the District is located regularly experiences strong, hot, dusty, and down canyon winds referred to locally as "Santa Anas" or "Sundowners."

Such wind conditions increase fire danger by significantly contributing to the spread and intensity of fires, and significantly increase the difficulty of effective fire suppression within the District.

If a fire involving a single structure cannot be immediately extinguished, such wind conditions can rapidly spread flames to adjacent structures, significantly endangering lives and/or millions of dollars in property value.

Such winds can spread existing flames from a structure or natural fuel to structures and natural fuel significant distances away, even jumping over fire breaks and freeways, resulting in significant property damage and/or loss of life.

Much of the jurisdiction of the District is within heavy brush and chaparral.

It is generally known to take about 25 years to build up extremely dangerous combustible brush conditions, and the District contains areas where combustible flora has built up for 50 to 100 years.

The District is in an area prone to extensive drought conditions, significantly increasing the already natural combustibility of the chaparral, brush and ornamental shrubbery in the District.

Such fuels can rapidly transform a small manageable fire into an uncontrollable conflagration, compromising the lives and safety of District personnel and residents.

The reduction of such fuels provides a direct correlation to the safety of the lives and property within the District, and will substantially reduce the risk of injury or death to District personnel.

The District is geographically situated such that extreme solar exposure (south, southwest, and west facing slopes) continually results in critically low live fuel moisture levels, further rendering most brush, chaparral and ornamental shrubbery highly combustible.

Due to these conditions even non-structural fires can pose a massive threat to the lives and structures located in the District.

The District is located in close proximity to several active earthquake faults.

During and after an earthquake, there is a high potential for fires and other emergencies threatening the lives of District residents, generally requiring the commitment of all available resources.

Geographic and topographic conditions delay response times for fire apparatus (these conditions include remote structures; narrow, winding roads which hamper the access of modern fire suppression apparatus; and extremely sloping roads which tend to slow fire apparatus response).

Water can be in short supply in the District, and fires in areas with structures with noncombustible roofing typically consume far lesser quantities of water than those not complying with the Ordinance, allowing greater fire suppression coverage, and preventing unnecessary loss of life and/or property within the District.

U.S. Highway 101 traverses the District, and is a transportation route for hazardous materials and some traffic accidents on Highway 101 require the presence of all available fire apparatus, leaving the District with fewer resources to combat structural fires elsewhere in the District.

The Union Pacific Railroad line also traverses the District, and a train accident or derailment could immediately deplete the District's resources, limiting the District's ability to furnish fire protection for the balance of the District.

The Montecito Fire Protection District is in the mutual aid plan and is committed to supply personnel and equipment for serious fires outside the District and which can reduce the personnel and equipment available for response to possible emergencies within the District.

Further, in many instances because of the extra hazardous conditions, a defensible space protection zone around buildings and structures of only one hundred feet is not sufficient to provide for tenable wildland firefighting operations around such buildings and structures. These conditions are common upon lands within the District that are located within the Montecito Resource Management Zone as designated by the County of Santa Barbara. Such areas are generally rural areas with slopes exceeding 40% and are covered with old age class chaparral and dense vegetation, creating conditions that are dangerous to fire fighters.

The Governing Board expressly finds and declares that the findings contained herein provide the basis for the amendment, deletions, and additions to the Code contained in this Ordinance.

Section 13. Severability.

If any article, section, subsection, sentence, clause, phrase or word of this Ordinance is for any reason held to be unconstitutional or invalid, such holding shall not affect the validity of the remaining portions of this Ordinance. The Board hereby declares that it would have passed this Ordinance and each article, section, subsection, sentence, clause, phrase or word thereof irrespective of the fact that any one or more articles, sections, subsections, sentences, clauses, phrases or words may be unconstitutional or invalid.

Section 14. Effective Date and Publication.

(a) Effective Date. This Ordinance was introduced for first reading on October 28, 2013, and passed on December __, 2013, and shall take effect 30 days after final passage.

(b) Publication. In accordance with Section 25124 of the Government Code, this Ordinance shall be published once, with the names of the members of the Board voting for and against it in a newspaper of general circulation in the District within fifteen (15) days after its adoption.

PASSED, APPROVED AND ADOPTED by the Governing Board of the MONTECITO FIRE PROTECTION DISTRICT on this ____ day of December, 2013, by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

John Venable, President
MONTECITO FIRE PROTECTION DISTRICT

ATTEST:

John Abraham Powell, Secretary

Agenda

Item #14

MINUTES FOR THE REGULAR MEETING OF THE BOARD OF DIRECTORS
MONTECITO FIRE PROTECTION DISTRICT

Held at Fire District Headquarters, 595 San Ysidro Road, September 16, 2013 at 3:00 p.m.

The meeting was called to order by Director Venable 3:00 p.m.

1. Public comment: Any person may address the Board at this time on any non-agenda matter that is within the subject matter jurisdiction of the Montecito Fire Protection District. (30 minutes total time is allotted for this discussion.)

Chief Hickman presented the following anniversary pins: Jackie Jenkins (15 years), Geri Ventura (20 years), Charlene Lim (25 years), Bret Koepke (25 years), Drue Holthe (25 years) Ed Fuentes (25 years), Terry McElwee (25 years), and Tom Poulos (25 years)

Director Keller congratulated Chief Hickman, Chief McElwee and Ms. Ventura for their preparedness presentation at the Montecito Planning Commission.

2. Approval of District warrants and claims.

After an explanation of payments made to Boundtree Medical, K. Kellogg, SB County Sheriff's Department, RIT Large Area Search System, Ohlin Batteries, AMEC, and overtime (Asterick on expense report for reimbursable) the warrants and claims for July were unanimously approved on a motion made by Director Powell, seconded by Director Keller.

The Board asked to include an asterisk on expenses and overtime that are reimbursable.

3. Report from the Finance Committee (copy of Agenda for Finance Committee Meetings attached), and Recommended Actions:

a. Approval of Annual Employee Reimbursement Disclosure report.

The employee Reimbursement Disclosure report was unanimously approved on a motion by Director Keller, seconded by Director Sinser.

b. Adopt Resolution 2013 - 15 Establishing Appropriation Limits for the 2012-2013 Fiscal Year.

On a motion made by Director Sinser, seconded by Director Keller, the Board approved Resolution 2013 – 15, Establishing Appropriation Limits for the 2012-2013 Fiscal Year by the following roll call vote:

Ayes:	G.B. Sinser, J.A. Powell, J. Venable, S. Keller, and R.J. Jenson
Noes:	None
Abstain:	None
Absent:	None

c. Adopt payment schedule for OPEB funding utilizing the Constant Percentage Increase model provided by Demsey Filliger & Associates.

The Board discussed the committee's recommendation to utilize the CPI model. They discussed the various payment options, questions about Demsey Filliger's reports, and how the OPEB liabilities change as retirees pass away, existing employees retire, and new employees are hired.

Chief Hickman advised that paying the account off too quickly could overfund the account given the history of rate of return on the investment.

Public Comment:

Joe Cole questioned why liability amount originally reported by Demsey Filliger changed from \$7.4 million to a single payment pay off of \$10.3 million, and suggested that the District hire an expert to review its liabilities and make recommendations.

Bob Hazard stated that he also supports hiring an outside expert to analyze the District's finances and pension liabilities.

Director Sinser made a motion to engage an expert in finance to review the District's data and make recommendations to the Board. The motion was not seconded.

Director Venable made an alternate motion that Mr. Filliger address the questions regarding his report prior to hiring an outside consultant. The motion was not seconded.

Director Powell amended the motion to have the District hire an independent consultant to work with Demsey Filliger to ascertain correct figures and then to analyze the options to bring back the best possible option that is most advantageous to the District. Director Powell's motion was seconded by Director Keller. The motion passed with Aye votes from Directors Sinser, Powell and Keller. Directors Venable and Jensen abstained.

Director Sinser stated that he and Joe Cole met with Santa Barbara County Auditor Bob Gies who recommended someone from Orange County that could perform the financial analysis.

The Board authorized Chief Hickman to consult Mr. Geiss, and move forward with Mr. Geiss's recommended consultant; if Chief Hickman is not comfortable with the recommendation, he is to report to the Board.

d. Review Staff's Recommendation to postpone additional efforts to reduce CalPERS Pension liabilities until OPEB liabilities are paid, and provide direction.

The Board took no action.

e. **Adopt Resolution 2013 - 16 Adopting the Final Budget for Fiscal Year 2013-14.**

After the Chief reviewed the 2013/14 Final Budget the Board approved Resolution 2013 - 16 Adopting the Final Budget for Fiscal Year 2013-14, by the following roll call vote:

Ayes:	G.B. Sinser, J.A. Powell, J. Venable, S. Keller, and R.J. Jenson
Noes:	None
Abstain:	None
Absent:	None

The Board took a recess at 4:35 p.m. and returned at 4:50 p.m.

4. Review current status of Upper Hyde Road Community Facilities District:

a. **Report from Director Powell regarding research on District's policies on Tea Fire Rebuilds.**

Powell reported that significant work has been done to engineer a revised driveway plan for UHD. The property owners' surveyor and engineer have met with Chief Hickman and Chief Gregson. They are tentatively scheduled to meet again on 9/19/13. The District's engineer will need to review the drawings with Chief Gregson, then it will go back to the property owners' engineer.

The Board took no action.

b. **Report from District Counsel on process to dissolve Community Facilities District (CFD) No. 2011 (Upper Hyde Road).**

Mr. Manion reported on the process and timeline to dissolve the CFD.

Director Powell asked that this matter be put on the next agenda for a status update and that District Counsel be in a position to initiate the dissolution process upon direction from the Board.

Ivana Noel reviewed her involvement in the establishment of the CFD, and advised that she felt pressured to vote in support of the CFD to provide a consensus vote, but later realized that she was jeopardizing her ability to move back into her property.

The Board took no action.

c. **Provide direction on how to proceed with Tea Fire Rebuilds and Upper Hyde Road Community Facilities District.**

The Board took no action.

5. Provide direction to District staff regarding the Environmental Impact Report for the Station 3 Site Acquisition and Construction Project located on East Valley Road on a portion of APN 155-070-008.

Director Sinser removed himself from the Dais.

The Board reviewed the timeline and why they postponed the vote until Director Jensen could be in attendance. They also discussed the pros and cons of doing the EIR now versus doing it later.

Chief Hickman recommended that the District proceed with the EIR at the same time that the studies are done. It would allow the District to be in a position to move forward if the studies do show a third station is valid.

Public Comment:

Sally Jordan stated that there is no downside to doing the EIR concurrent with the studies, and keeps all of the options open.

Sylvia Easton stated that time is of the essence and urged to Board move forward with correcting the EIR. It will be at no cost and can run concurrent with the District's studies.

Joe Cole stated that there is no such thing as free; the EIR revisions will take at least 6 months; the studies may or may not justify the 3rd station; and the option to purchase the land expires at the end of this year. He also stated that Judge Anderle has retained jurisdiction so it will likely go back to the courts. He suggested that the District find out how long the "free" services are available and revisit this after the studies are done.

On a motion by Director Jensen, seconded by Director Keller, the Board unanimously approved going forward with the EIR.

6. Approval of Agreement for Emergency Dispatch Services between Montecito Fire Protection District and Carpinteria/Summerland Fire Protection District.

Chief Hickman reviewed the agreement, the services provided and the proposed increases in costs.

Mr. Manion reviewed the history of this matter and informed the Board that the Montecito Fire District had provided a written waiver allowing Price Postel and Parma to represent the Carpinteria-Summerland Fire Protection District in this matter. Montecito Fire hired Rick Battles to represent the District in this matter.

Director Sinser suggested that we strike the word "personal" in item 16.

The agreement for Emergency Dispatch Services between Montecito Fire Protection District and Carpinteria/Summerland Fire Protection District was unanimously approved,

with the change recommended by Director Sinser, on a motion by Director Keller, seconded by Director Sinser.

7. Approval of Minutes of August 19, 2013 Regular Meeting.

Director Keller made a recommendation to remove the word “that” in the last paragraph of item two. The minutes were unanimously approved as amended on a motion made by Director Powell, seconded by Director Sinser.

8. Report from the Community Outreach Committee (copy of Agenda for Community Outreach Committee Meeting attached).

Director Keller reported that the Community Outreach Committee received four website proposals; two were from out of the area, and up to 40% higher than the two local providers. They suggested focusing on local bids, and staff will be working with both local consultants to review their back end programming.

The Board took no action.

9. Report from the Strategic Planning Committee (copy of Agenda for Strategic Planning Committee Meeting attached).

Director Powell reported that the Strategic Planning Committee had interviews with four contractors and will review their responses and develop a scope of work at the next meeting.

Public Comment:

Bob Hazard suggested that the study address consolidation.

The Board took no action.

10. Suggestions from Directors for items other than regular agenda items to be included for the October Regular Board meeting.

Mark Manion to provide Director Keller a copy of documents relating to their litigation with the Water District so that she can report on this at a future meeting.

11. Board of Director’s report.

Directors Powell, Venable and Keller attended Montecito Planning Commission presentation, and felt it was very well done.

The Board took no action.

12. Fire Chief's report.

(1) Strike team response to Rim Fire (2) 9-11 memorial coin presented to the District from Kimi Beaven, widow of 9-11 victim (3) CSDA conference in Monterey.

13. Consider cancelling Regular Board meeting scheduled for October 21, 2013 and schedule and adjourning it to October 28, 2013.

The Board directed staff to adjourn the October 21, 2013 meeting to October 28, 2013.

The meeting was adjourned at 6:25.