

NOTICE OF REGULAR MEETING

Pursuant to Section 54954.2 of the Government Code of the State of California, a Regular meeting of the **SOUTH COUNTY FIRE AUTHORITY** is hereby called for:

Date/Time: **Tuesday, April 16, 2013, 4:30 p.m.**
(or as soon thereafter as possible)

Location: **Council Chambers**
333 Civic Center Plaza, Tracy

Government Code Section 54954.3 states that every public meeting shall provide an opportunity for the public to address the South County Fire Authority on any item, before or during consideration of the item, however no action shall be taken on any item not on the agenda.

1. Call to Order
2. Roll Call
3. *Items from the Audience - In accordance with Procedures for Preparation, Posting and Distribution of Agendas and the Conduct of Public Meetings, adopted by Resolution 2008-140 any item not on the agenda brought up by the public at a meeting, shall be automatically referred to staff. If staff is not able to resolve the matter satisfactorily, the member of the public may request a Board Member to sponsor the item for discussion at a future meeting.*
4. Approval of Minutes
5. ADOPT THE PROPOSED FY 13-14 FIRE DEPARTMENT BUDGET FOR THE SOUTH COUNTY FIRE AUTHORITY AND REVIEW THE COST SPLIT BETWEEN THE CITY OF TRACY AND THE TRACY RURAL FIRE PROTECTION DISTRICT
6. ACCEPT A REPORT ON THE SOUTH COUNTY FIRE AUTHORITY EMERGENCY RESPONSE PERFORMANCE FOR THE THIRD QUARTER OF FISCAL YEAR 2012-2013
7. APPROVE A MEMORANDUM OF UNDERSTANDING BETWEEN THE DEFENSE LOGISTICS AGENCY INSTALLATION SUPPORT AT SAN JOAQUIN AND THE SOUTH COUNTY FIRE AUTHORITY (CITY OF TRACY) FOR MUTUAL AID IN FIRE AND EMERGENCY SERVICES
8. Items from the Audience
9. Adjournment

Posting Date - April 11, 2013

The City of Tracy is in compliance with the Americans with Disabilities Act and will make all reasonable accommodations for the disabled to participate in public meetings. Persons requiring assistance or auxiliary aids in order to participate, should call City Hall (209-831-6000), at least 24 hours prior to the meeting.

Any materials distributed to the majority of the South County Fire Authority regarding any item on this agenda will be made available for public inspection in the City Clerk's office located at 333 Civic Center Plaza, Tracy, during normal business hours.

January 15, 2013, 4:30 p.m.

Council Chambers, 333 Civic Center Plaza

Web Site: www.ci.tracy.ca.us

1. Chairperson Thoming called the meeting to order at 4:30 p.m.
2. Roll Call found Directors Ives, Rickman, Vieira and Chairperson Thoming present.
3. Items from the Audience - None.
4. Approval of Minutes – It was moved by Director Rickman and seconded by Director Vieira to adopt the regular meeting minutes of October 16, 2012. Voice vote found all in favor; passed and so ordered.
5. ACCEPT A REPORT ON THE SOUTH COUNTY FIRE AUTHORITY EMERGENCY RESPONSE PERFORMANCE FOR THE SECOND QUARTER OF FISCAL YEAR 2012-2013 – Fire Division Chief Steve Hanlon presented the staff report. There were a total of 1,583 incidents in the South County Fire Authority (SCFA) during the second quarter of fiscal year 2012/2013. This is an increase over the second quarter of the last two fiscal years. There were 1,469 incidents during the second quarter of fiscal year 2011/2012 and 1,374 during the second quarter of 2010/2011.

Eleven structure fires occurred during the second quarter, which is an increase compared to the same quarter of the two previous years (there were four structure fires in the second quarter of 2011/2012 and five in the second quarter of 2010/2011). The most significant structure fires that occurred during the second quarter of fiscal year 2012/2013 were two garage fires in the City of Tracy, an outbuilding fire in the Tracy Rural area and two residential structure fires in the Mountain House Community Services District.

The department's goal is to confine residential structure fires to the room of origin or less 90% of the time. During the first two quarters of fiscal year 2012/2013, the department confined residential structure fires to the room of origin or less 80% of the time in the City and 75% of the time in Mountain House. There were no residential structure fires in the Tracy Rural area during the first two quarters of fiscal year 2012/2013.

Tracy Rural Fire Protection District had four vehicle fires during the quarter totaling \$184,500 in loss. One fire accounted for the majority of the loss, which was a tomato harvester that was destroyed by fire in a field near Valpico Road and Corral Hollow Road. It was estimated that the harvester loss was \$175,000.

During the second quarter of fiscal year 2012/2013, the department responded to 54% of all emergency incidents inside of the City of Tracy within the total reflex performance objective of 6.5 minutes (during the first quarter of fiscal year 2012/2013 total reflex performance was 54% and for the second quarter of 2011/2012 fiscal year it was 50%).

The 90th percentile for all incidents in the City was 8 minutes and 38 seconds (8:38) meaning 90% of all incidents were responded to within 8:38 or less.

In the second quarter of fiscal year 2012/2013 the Fire Department responded to 67% of all emergency incidents in the Tracy Rural Fire Protection District within the total reflex performance objective of 10 minutes (during the first quarter total reflex performance was 72% and the second quarter of fiscal year 2011/2012 it was 68%). The 90th percentile for all incidents in the rural area was 13 minutes and 09 seconds; 90% of all incidents were responded to within 13:09 or less.

Response performance in the Mountain House Community Services District was 36% for all emergency incidents within the total reflex performance objective of 6.5 minutes. The 90th percentile for all incidents was 10 minutes and 03 seconds; 90% of all incidents were responded to within 10:03 or less.

Staff recommended the Board of Directors accept the South County Fire Authority Response Performance Report for the second quarter of fiscal year 2012/2013.

It was moved by Director Ives and seconded by Director Vieira to accept the South County Fire Authority Response Performance Report for the second quarter of fiscal year 2012/2013. Voice vote found all in favor; passed and so ordered.

6. ELECTION OF A CHAIRPERSON AND VICE-CHAIRPERSON OF THE SOUTH COUNTY FIRE AUTHORITY BOARD FOR THE 2013 CALENDAR YEAR
DISCUSSION - Per the Joint Exercise of Powers Agreement of the South County Fire Authority, the governing board shall be administered by a Board of Directors consisting of four members. Two members shall be Tracy City Council members and two members shall be Tracy Rural Fire Protection District Board members.

The Board of Directors will elect annually a Chairperson and Vice-Chairperson from its members. The Chairperson and Vice-Chairperson shall rotate from each member agency, and the Chairperson and Vice-Chairperson shall not be appointed from the same member agency.

As the previous election of a Chairperson for the South County Fire Authority Board was conducted during the January 17, 2012, meeting, with the Chairperson being elected from the Tracy Rural Fire Protection District and the Vice-Chairperson being elected from the City of Tracy, the Board must rotate the 2013 election and the Chairperson will be elected from the City of Tracy and the Vice-Chairperson will be elected from the Tracy Rural Fire Protection District.

In the event of the disqualification, or permanent inability to serve as the Chairperson during the year, another member from the same agency shall be appointed Chairperson to fulfill the one-year term.

The Chairperson shall sign all contracts on behalf of the Authority and shall perform other duties that may be imposed by the Board of Directors. The Vice-Chairperson shall act, sign contracts, and perform all of the Chairperson's duties in the temporary absence of the Chairperson.

Staff recommended that the Board of Directors of the South County Fire Authority, by motion, elect for calendar year 2013 a Chairperson from the City of Tracy and a Vice-Chairperson from Tracy Rural Fire Protection District.

Director Ives motioned to appoint Director Rickman, City of Tracy, as Chairperson for 2013. Director Vieira seconded the motion. Voice vote found all in favor; passed and so ordered. Chairperson Thoming motioned to appoint Director Vieira, Tracy Rural Fire Protection District, as Vice Chairperson for 2013. Director Ives seconded the motion. Voice vote found all in favor; passed and so ordered.

7. PROVIDE DIRECTION TO STAFF REGARDING THE CITY'S REQUEST TO FORM A JOINT POWERS AUTHORITY BETWEEN THE CITY OF TRACY AND THE SOUTH COUNTY FIRE AUTHORITY WITH THE NEW JOINT POWERS AUTHORITY BEING USED BY THE CITY OF TRACY AS THE FINANCING MECHANISM TO ISSUE A VARIETY OF BONDS – Zane Johnston, Finance and Administrative Services Director, presented the staff report. In order for the City to take advantage of refinancing opportunities due to declining interest rates and improved credit worthiness of various districts, the City used the legal structure of the Tracy Operating Partnership Joint Powers Authority (TOPJPA) as the mechanism to issue such debt. The TOPJPA is a joint powers authority formed between the City of Tracy and the Tracy Community Development Agency (a redevelopment agency) over a decade ago. Since that time the TOPJPA has issued over \$100 million in tax exempt municipal bonds. Approximately 80% of these were for the purposes of refinancing existing debt at lower interest rates. The other 20% was through the issuance of lease back financing.

The use of TOPJPA has provided the City the opportunity to prudently issue municipal debt, which due to its tax exempt nature (the bond owners do not have to pay federal or California state income taxes on the interest received) is a low cost form of debt financing. The City's total annual General Fund debt service is just \$1.2 million compared to a total General Fund budget of \$50 million – debt therefore being just 2.4%. Anything under 5% is generally considered a prudent General Fund debt service level.

Municipal debt is commonly used to finance large infrastructure items such as wastewater facilities and lines, buildings and other items with long useful life. For example, the Tracy Rural Fire District entered into a 10 year municipal lease/debt structure in order to provide funding for the construction of Station 93 (New Jerusalem). Like most home owners who could have never purchased their homes without the use of a mortgage (debt), municipal governments also have needed to debt finance big ticket items. Often the financing of such infrastructure removes an impediment to development for not only residential purposes but also for commercial and industrial development – the latter of which is crucial for the City's economic development efforts to secure jobs and sales tax. The City would like to continue to have use of the TOPJPA in the future to facilitate the financing of such matters.

Legislation (AB 26) signed by the Governor eliminated all redevelopment agencies in the State of California effective February 1, 2012. The Tracy Community Development Agency no longer exists and it was one of the two agencies (the other being the City of Tracy) which formed the TOPJPA. As such the TOPJPA cannot be used in its current form to issue debt in the future (existing TOPJPA issued bonds are not affected). The

City therefore would like to create a new Joint Powers Authority (JPA) to facilitate debt financing in the future and needs another public agency to join in the creation of such. The South County Fire Authority is a local public agency that could join with the City of Tracy to create a new Joint Powers Authority for this purpose.

There are two major reasons why the City is requesting the South County Fire Authority create a new Joint Powers Authority with the City of Tracy. First, since the new JPA would facilitate the issuance of debt to assist in the financing of infrastructure necessary for new development, the taxes generated provide additional funding for fire services. For example, virtually all new growth areas of the City are also within the boundaries of Tracy Rural Fire District. Tracy Rural Fire District will receive its share of property taxes (about 11 cents of every dollar paid in property tax) plus the 3 cents per square foot special fire tax. New development therefore improves the financial resources of Tracy Rural Fire District, which currently funds approximately 30% of all costs of fire services provided by the South County Fire Authority.

Secondly, the City of Tracy is requesting the South County Fire Authority to join the City in the creation of a new JPA because it fosters local cooperative relationships that have a benefit of reducing costs for residents and businesses. The City can form a new JPA with a statewide organization designed for this purpose but the organization would charge a fee of \$30,000 to \$40,000 to do so. By forming a new JPA with another local agency such as the South County Fire Authority, the fee can be avoided. An on-going cooperative relationship between the City, Tracy Rural Fire District, and the South County Fire Authority serves all parties. For example, City staff assisted Tracy Rural Fire District in soliciting and arranging bids for the municipal lease Tracy Rural Fire District used to finance the construction of Station 93.

By forming a JPA with the City of Tracy neither the South County Fire Authority nor its member agencies (Tracy Rural Fire Protection District and the City of Tracy) are exposed to any debt liability of the JPA. Payment of bonds is strictly limited to the revenues associated with such bond issue. Government Code Section 6508.1 permits the JPA agreement to be written so that the debts of the JPA are not debts of the members of the JPA. As such, if the City and the South County Fire Authority formed a new JPA for financing purposes, the following section would be part of the formation agreement:

Section 2.03. Non-Liability of Members and Directors for Obligations of Authority. The debts, liabilities and obligations of the Financing Authority shall not be the debts, liabilities and obligations of any of the Members. No member, officer, agent or employee of the Financing Authority is individually or personally liable for the payment of the principal of or premium or interest on any obligations of the Financing Authority or be subject to any personal liability or accountability by reason of any obligations of the Financing Authority. Nothing herein contained relieves any such member, officer, agent or employee from the performance of any official duty provided by law or by the instruments authorizing the issuance of any obligations of the Financing Authority.

The new JPA requested by the City would be formed after the various documents establishing the new JPA were approved by both the City Council and by the Board of Directors of the South County Fire Authority. Once the South County Fire Authority approved such matters, it is not anticipated there would be any necessity for future

actions by the South County Fire Authority Board related to the new JPA. The Board of Directors of the new JPA would be the members of the City Council. Whenever this new JPA was used for the purposes of issuing debt, all matters related to that specific debt issue would be considered by the Board of the new JPA as well as by the City Council. Since Council Members would also serve as Board Members of the new JPA, it is anticipated that meetings of both Council and the new JPA would be held jointly during the time of regularly scheduled Council meetings. Such was the previous situation with the TOPJPA which conducted various joint meetings of its Board of Directors (which were also the Council Members) with that of the City Council.

There is no fiscal impact to the South County Fire Authority in forming a new JPA with the City of Tracy for the purposes of facilitating debt financing. The cost of legal services to prepare the JPA agreement are covered within the fee for Bond Counsel services which will be paid from bond proceeds upon closing of the first bonds issued by the new JPA.

Staff recommended the Board of Directors of the South County Fire Authority by motion, provide direction to Authority staff (City staff also serves as staff to the Fire Authority) regarding the formation of a new JPA between the South County Fire Authority and the City of Tracy as requested by the City for the purposes of facilitating debt financing. If the Board approves this request, formation documents for the new JPA will be prepared and brought back to a subsequent meeting of the South County Fire Authority Board of Directors for formal approval and adoption.

Director Ives urged the Board to move forward with the JPA formation and to direct staff to bring back the item for adoption of the documents in April 2013.

Mr. Johnston responded that if directed by the Board, staff would have Bond Counsel prepare the formation documents for a new JPA, and bring the item back to the SCFA in April 2013, for adoption.

It was motioned by Chairperson Rickman and seconded by Director Vieira to proceed with formation of the JPA. Voice vote found all in favor; passed and so ordered.

8. Items from the Audience – None
9. Adjournment - It was moved by Director Ives and seconded by Director Vieira to adjourn. Voice vote found all in favor; passed and so ordered. Time: 4:48 p.m.

The above are summary minutes. The above agenda was posted at Tracy City Hall on January 10, 2013.

Chairperson

Attest:

Secretary

SCFA AGENDA ITEM 5

REQUEST

ADOPT THE PROPOSED FY 13-14 FIRE DEPARTMENT BUDGET FOR THE SOUTH COUNTY FIRE AUTHORITY AND REVIEW THE COST SPLIT BETWEEN THE CITY OF TRACY AND THE TRACY RURAL FIRE PROTECTION DISTRICT

EXECUTIVE SUMMARY

This is a meeting of the South County Fire Authority Board of Directors to review and adopt the proposed City of Tracy FY 13-14 Fire Department Budget. The City's Fire Department Budget becomes the budget for the South County Fire Authority (SCFA). The Joint Exercise of Powers Agreement between the City and the Tracy Rural Fire Protection District requires the SCFA Board of Directors to adopt an annual budget for maintenance and operations on or before July 1 of each year. The cost split between Tracy Rural and the City of Tracy is also detailed in this staff report.

DISCUSSION

The City of Tracy and the Tracy Rural Fire Protection District are the member agencies of the South County Fire Authority (SCFA). In addition, the Mountain House Community Services District (MHCS D) contracts with the Tracy Rural Fire Protection District for fire services. On March 19, 2013 the City Council and the Tracy Rural Fire District Board of Directors held a joint budget workshop to review and discuss the proposed SCFA FY 13-14 Budget.

The SCFA Budget includes several operating program areas such as fire administration, prevention, operations, and training. The cost distribution for fire services is calculated according to a formula that is based upon minimum staffing at stations throughout the SCFA. The cost for MHCS D is calculated first and deducted from the total with the balance then split 60%/40% respectively between the City of Tracy and Tracy Rural.

CURRENT SCFA COST FORMULA

The following tables reflect how costs will be allocated for FY 13/14 from July 2013 – January 2014, using the current formula. Due to the construction and relocation of Fire Station No. 92, requiring additional staffing, a new formula (page 2) is required to reflect how costs will be allocated from February 2014 through June 2014. The station is anticipated to be operational by April 2014.

FY 13/14 SCFA Cost Formula (July 2013 – January 2014)

Staffing Allocation

Number of Stations	Type of Crew	Number of Shifts	Total
4	3-person	3	36
3	2-person	3	<u>18</u>
Subtotal			54
<i>Less Mountain House</i>			<i>(9)</i>
Total Minimum Staffing			45

Of the 54 minimum staffing, approximately 9 are allocated to MHCS D (1 station with a 3-person crew) and deducted from the minimum staffing total to calculate the staffing split between the City and Tracy Rural. As a result, the total minimum staffing is 45; 27 are allocated to the City and the remaining 18 are allocated to Tracy Rural.

Formula Calculation

Service Area	Cost Split	Call Service Variance	Final Cost Allocation
City	27/45 = 60%	(+7%)	67%
Tracy Rural	18/45 = 40%	(-7%)	33%

The City therefore has 60% of the minimum staffing net of MHCS D (27/45) and Tracy Rural has 40% (18/45). From this split an adjustment of 7% has historically been added to the City and 7% deducted from Tracy Rural to reflect the costs of calls for service handled by the City. As such, the cost split between the City and Tracy Rural is 67% and 33% respectively. This split is after deducting for MHCS D expenses.

NEW FY 13/14 SCFA COST FORMULA

Construction of a relocated Fire Station 92 is expected to be completed in April 2014. Amendment No. 6 of the Joint Exercise of Powers Agreement requires that a relocated Fire Station 92 be staffed with 3 personnel per shift, an increase to the minimum staffing. To meet this staffing requirement, the City will need to hire two new firefighters.

According to the Amendment No. 6 of the Joint Powers of Authority Agreement between the City of Tracy and Tracy Rural, the District will be responsible to fund 100% of the operational costs at relocated Station 92 upon obtaining the Certificate of Occupancy through FY 15/16. With construction scheduled for completion in April 2014, the City will prorate the formula from February 2014 through June 2014 with respect to the cost of the two new firefighters. An additional two months is required to ensure adequate training. Approximately 5 months of the 3rd crew member at Station 92, would be included in the City's share.

The following chart reflects the new cost split allocation for the period February 2014 – June 2014 as a result of additional staffing requirements for relocated Station 92:

New FY 13/14 Cost Formula (Effective February 2014 – June 2014)

New Staffing Allocation

Number of Stations	Type of Crew	Number of Shifts	Total
5	3-person	3	45
2	2-person	3	<u>12</u>
Subtotal			57
<i>Less Mountain House</i>			<i>(9)</i>
Total Minimum Staffing			48

Of the 57 minimum staffing, included are 3 member crew for Station 92 and 9 for MHCSD (1 station with a 3-person crew). The MHCSD staffing has been deducted from the minimum staffing total to calculate the staffing split between the City and Tracy Rural. As a result, the total minimum staffing under the new formula is 48; 30 are allocated to the City and the remaining 18 are allocated to Tracy Rural.

New Formula Calculation

Service Area	Cost Split	Calls for Service Variance	Final Cost Allocation
City	30/48 = 62.5%	(+7%)	69.5%
Tracy Rural	18/48 = 37.5%	(-7%)	30.5%

The new cost formula reflects the City's share of 62.5% of the minimum staffing net of MHCSD (30/48) and 37.5% for Tracy Rural (18/48). From this split, the adjustment of 7% is added to the City's share and 7% deducted from Tracy Rural in consideration of cost for the number of calls for service handled by the City. As such, the cost split between the City and Tracy Rural is 69.5% and 30.5% respectively. This split would also be calculated after deducting for MHCSD expenses.

It is important to note that this proposed change to the "Cost Split for Maintenance and Operations" will require an amendment of the Joint Exercise of Powers Agreement of the South County Fire Authority.

Effective FY 15/16, the cost formula would be revised again as the cost of the 3-person crew at the relocated Station 92 would be transferred to Tracy Rural. Tracy Rural's share, less MHCSD, with the 7% adjustment would be approximately 36.75%.

FY 13/14 FIRE DEPARTMENT BUDGET

The proposed FY 13/14 Fire Department program budget, less equipment replacement and overhead costs is \$15.6 million, a 2.3% increase compared to the FY 12/13 adopted budget of \$15.3 million. This increase reflects inflationary operational and benefit costs, coupled with recommended budget augmentations for FY 13/14. Proposed augmentation requests for FY 13/14 are reflected in the table below:

FY 13/14 Proposed Augmentations

FY 13/14 Proposed Augmentations	Cost
Hazardous Materials Team Expansion	\$39,360
New Firefighters – Station 92 Staffing	\$120,310
Contracted Medical Director	\$6,000
Medical Grade Oxygen	\$6,500
Additional Fire Reserve Hours	\$9,900
Total	\$182,070

FY 13/14 Equipment Replacement Costs

FY 13/14 equipment replacement costs are \$636,950. Built in the base budget is approximately \$40,000 for emergency replacements. The total requested replacements for FY 13/14 is \$596,950.

Replacement equipment is used to provide service across the jurisdictional area of the South County Fire Authority. The reason for replacement is typically due to worn or damaged equipment that has met its useful service life or state/local mandates that dictate replacement.

Equipment replacements are acquired through Fund 605. According to the Joint Exercise of Powers Agreement, each agency is responsible to replace the capital property and equipment owned by City and District at the time of the agreement. The City at its sole expense, will be replacing a fire engine in FY 13/14 which is reflected in the table below. New equipment, however, is split evenly between the City and Tracy Rural. There are no new equipment requests proposed for FY 13/14.

The table below reflects FY 13/14 proposed equipment replacement costs:

FY 13/14 Proposed Equipment Replacement Requests	Cost
Facilities	\$7,000
Self-Contained Breathing Apparatus (SCBA)	\$43,800
Fire Hose	\$27,800
Radio Communications Equipment	\$11,000
Network Office Scanner	\$1,850
Rope Rescue Equipment	\$5,500
Pumper (Type I-Fire Engine) – City of Tracy*	\$500,000
Subtotal Requests	\$596,950
Emergency Equipment Replacement (if necessary)	\$40,000
Total	\$636,950

**Indicates cost is sole responsibility of the City of Tracy*

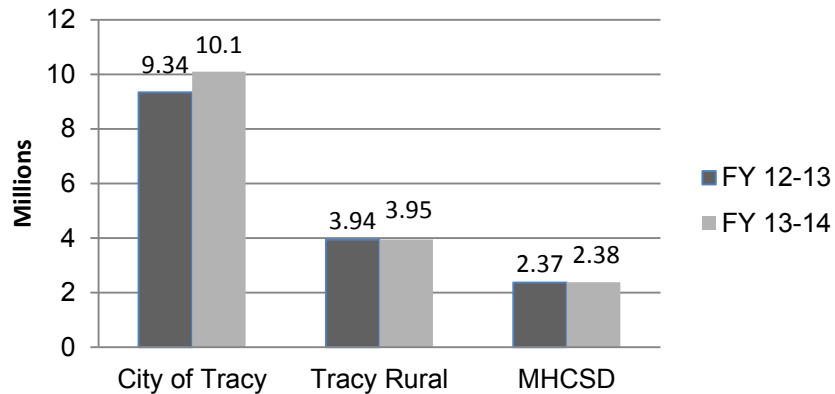
FY 13/14 Indirect Costs

FY 13/14 overhead or indirect costs, which are shared between the City, Tracy Rural and MHCS D, are approximately \$408,400.

FY 13/14 COST ALLOCATION

The anticipated FY 13/14 allocation for the City, Tracy Rural, and MHCS D reflective of all applicable costs and the comparison to the previous fiscal year are reflected in the chart below:

**Cost Allocation Comparison
FY 12-13 to FY 13-14**



FISCAL IMPACT

The fiscal impact is indicated within this report. The City of Tracy, Tracy Rural Fire Protection District and Mountain House Community Services District will each pay their proportionate share of the fire department budget based upon the adopted formula.

RECOMMENDATION

It is recommended the South County Fire Authority Board of Directors adopt the proposed Fire Department Budget for FY 13/14.

Prepared by: David A. Bramell, Fire Division Chief

Reviewed by: Alford Nero, Fire Chief
Jenny Haruyama, Administrative Services Director

Approved by: R. Leon Churchill, Jr., City Manager, City of Tracy

Attachment: SCFA Cost Allocations based upon FY13/14 Proposed Budget for Tracy Fire Department

SCFA Cost Allocations
 based upon FY13-14
 Proposed Budget for
 Tracy Fire Dept

03/14/13

**Proposed
 FY13-14
 Expenditures**

Programs	TRFD Share	MHCSD Share	Grant Funding	City Share
P52110 - Fire Admin	\$148,470	\$89,550	\$0	\$313,500
P52150 - Fire Prevention	110,190	66,460	0	235,710 *1
P52210 - Fire Operations	3,505,850	2,114,560	0	7,281,940
Constant Staffing - FS #91	0	0	0	1,069,000 *2
City Staffing FS #92	0	0	206,000	120,310 *3
P52230 - Fire Mutual Aid	70,830	42,720	0	0 *4
P52250 - Fire Training				146,950
Sub-Total	\$3,835,340	\$2,313,290	\$206,000	\$9,167,410
P59320 - Fire Dept Eqpt New Equipment Replacement Eqpt	0	0	0	0
	636,950	0	0	636,950 *5
Sub-Total	\$0	\$0	\$0	\$636,950
P59210 - Indirect Costs	113,530	\$67,800		\$227,070
Total Costs	\$3,948,870	\$2,381,090	\$206,000	\$10,031,430

*1 - Fee revenues of \$175,500, deposited directly into Fund 211, but credited against City's share of costs.

*2 - Constant staffing overtime costs at FS #91

*3 - City Staffing FS #92: 2 Firefighters for 5 months

*4 - SCFA revenue estimate for State Mutual Aid.

*5 - Equipment Replacements acquired through Fund 605.

SCFA RESOLUTION _____

APPROVAL OF THE FY 13-14 BUDGET FOR THE SOUTH COUNTY FIRE AUTHORITY

WHEREAS, The City of Tracy and the Tracy Rural Fire District formed the South County Fire Authority in order to provide fire services to both jurisdictions, and

WHEREAS, The Authority in turn procures personnel and other services from the City of Tracy in order to supply such services to the District and the City, and

WHEREAS, The Joint Exercise of Powers Agreement requires the Authority Board of Directors to adopt an annual budget for maintenance and operations on or before July 1 of each year, and

WHEREAS, The City of Tracy and the Tracy Rural Fire District held a joint budget workshop on March 19, 2013 to discuss the proposed FY 13-14 budget, and

WHEREAS, The FY 13-14 Budget for the South County Fire Authority with budget expenses are broken down into programs as follows:

Fire Administration	\$ 551,520
Fire Prevention & Education	412,360
Fire Operations	12,902,350
Constant Staffing-FS #91	1,069,000
City Staffing-FS #92	120,310
Fire Training & Safety	260,500
Fire Mutual Aid	206,000
Equipment	636,950
Indirect Costs (City Overhead) City	227,070
TRFD Share	113,530
MHCSD Share	67,800
Total Fire Department Budget	\$16,567,390

WHEREAS, Funding for the Authority budget is as follows:

City General Fund	\$ 9,394,480
City Equipment Fund	636,950
Grants and Fees	206,000
Mountain House CSD	2,381,090
Tracy Rural Fire District	3,948,870
Total	\$16,567,390

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors approve the South County Fire Authority budget for FY 13-14 as detailed above.

Resolution _____
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The foregoing Resolution _____ was adopted by the South County Fire Authority Board of Directors on the 16th day of April, 2013 by the following vote:

AYES: BOARD OF DIRECTORS:

NOES: BOARD OF DIRECTORS:

ABSENT: BOARD OF DIRECTORS:

ABSTAIN: BOARD OF DIRECTORS:

ATTEST:

Secretary

Chairperson

SCFA AGENDA ITEM 6

REQUEST

ACCEPT A REPORT ON THE SOUTH COUNTY FIRE AUTHORITY EMERGENCY RESPONSE PERFORMANCE FOR THE THIRD QUARTER OF FISCAL YEAR 2012-2013

EXECUTIVE SUMMARY

The following report is a summary of emergency response performance for the third quarter of fiscal year 2012/2013. The total number of fire department incidents in the South County Fire Authority for the third quarter increased 5.5% compared to the same quarter in fiscal year 2011/2012. Response performance remains on par and consistent.

DISCUSSION

This report presents historical fire department response information for the third quarter of fiscal year 2012/2013.

There were a total of 1,533 incidents in the South County Fire Authority (SCFA) during the third quarter of fiscal year 2012/2013. This is an increase over the third quarter of the last two fiscal years; there were 1,453 incidents during the second quarter of fiscal year 2011/2012 and 1,276 during the second quarter of 2010/2011.

There were thirteen structure fires in the South County Fire Authority during the third quarter. The most significant were two well involved residential fires, a haystack fire inside of a barn, and two garbage toter fires that extended into single family residences.

The Department's goal is to confine residential structure fires to the room of origin or less 90% of the time. During the first three quarters of this fiscal year the department confined residential structure fires to the room of origin or less 82% of the time in City, 67% of the time in the Tracy Rural Fire Protection District, and 60% of the time in the Mountain House Community Services District.

During the third quarter of fiscal year 2012/2013, the department responded to 50% of all emergency incidents inside of the City of Tracy within the total reflex performance objective of 6.5 minutes (total reflex performance for fiscal year 2011/2012 was 52%). During the third quarter the 90th percentile for all incidents in the City was 8 minutes and 29 seconds (8:29) meaning 90% of all incidents were responded to within 8:29 or less. Last fiscal year the 90th percentile was 8:36.

In the third quarter of fiscal year 2012/2013 the fire department responded to 65% of all emergency incidents in the TRFPD within the total reflex performance objective of 10 minutes (total reflex performance for fiscal year 2011/2012 was 67%). The 90th percentile for all incidents during the quarter in the rural area was 12 minutes and 22 seconds; 90% of all incidents were responded to within 12:22 or less. Last fiscal year the 90th percentile was 12:20.

Response performance in the Mountain House Community Services District was 48% for all emergency incidents within the total reflex performance objective of 6.5 minutes (total reflex performance for fiscal year 2011/2012 was 28%). The 90th percentile for all incidents was 9 minutes and 03 seconds; 90% of all incidents were responded to within 9:03 or less. Last fiscal year the 90th percentile was 9:49.

FISCAL IMPACT

There is no fiscal impact related to receiving this report

RECOMMENDATION

Staff recommends the Board of Directors accept the South County Fire Authority Response Performance Report for the third quarter of fiscal year 2012/2013.

Prepared by: Steve Hanlon, Fire Division Chief

Reviewed by: Al Nero, Fire Chief

Approved by: R. Leon Churchill, Jr., Executive Director

Attachment: South County Fire Authority Quarterly Response Performance Report



South County Fire Authority Quarterly Response Performance Report

Third Quarter - Fiscal Year 2012/2013 (January 1, 2013 through March 31, 2013)

This report reflects incident responses for all jurisdictions of the South County Fire Authority during the third quarter of Fiscal Year 2012/2013. It includes fire department response for the City of Tracy, the Tracy Rural Fire Protection District, and the town of Mountain House.

Tables and charts display the numbers of incidents occurring in each jurisdiction of the South County Fire Authority, responses per company, the total number of incident, response performance, and a summary of the major fires that have occurred during the third quarter of Fiscal Year 2012/2013.

Incidents by Type – Third Quarter FY 2012/2013

The following table displays the percentage of incident types dispatched in each jurisdiction of the South County Fire Authority during the third quarter of Fiscal Year 2012/2013.

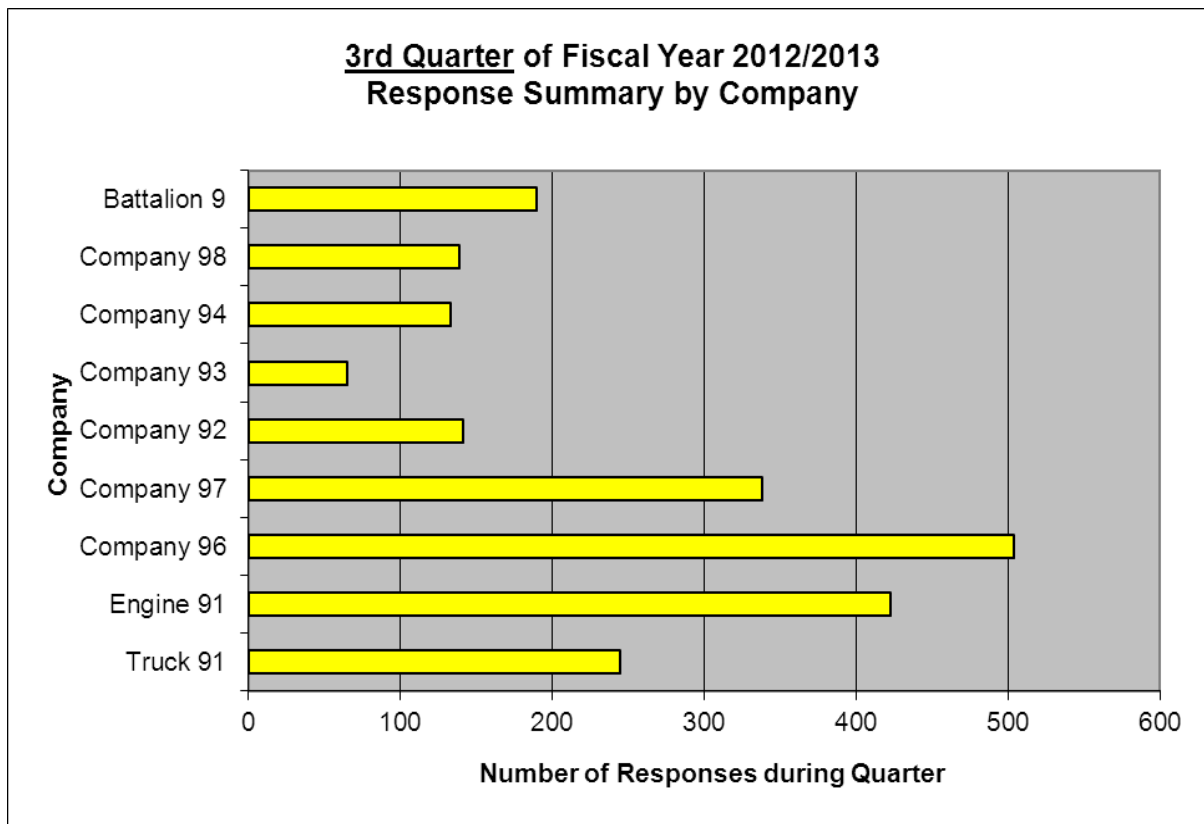
Call Type	City	Rural	Mt. House	Freeway	Other	TOTALS
Fires	4.4%	15.6%	7%	25%	21%	8%
EMS/Rescue	81.3%	64.3%	71%	71%	65%	77%
Hazardous Condition	2.1%	10.1%	3%	3%	6%	3%
Service	2.8%	3.0%	8%	0%	0%	3%
Alarm	9.1%	7.0%	10%	0%	0%	8%
Other	0.3%	0.0%	0%	1%	9%	1%
TOTALS	1098	199	86	68	82	1533
Percentage of Total	72%	13%	6%	4%	5%	

Responses by Company of the South County Fire Authority

This table shows the number of responses that each fire unit was attached to during the third quarter of Fiscal Year 2012/2013. These responses incorporate multiple units that have responded to a single incident.

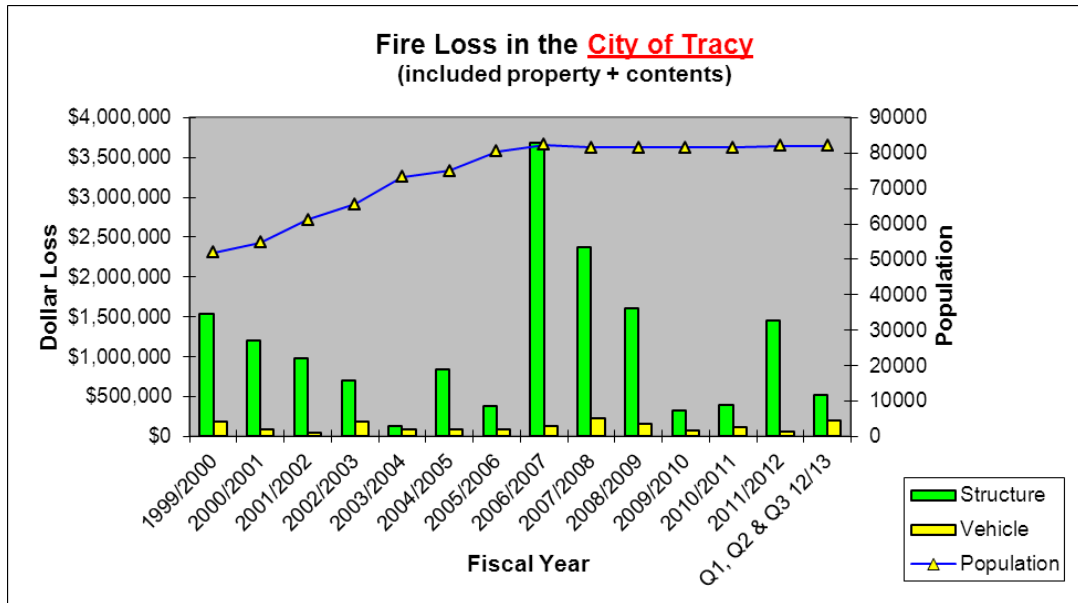
Company	City	Rural	Mt. House	Freeway	Other	TOTALS
Truck 91	177	28	7	20	13	245
Engine 91	365	29	6	14	9	423
Company 96	415	47	4	29	9	504
Company 97	274	47	0	14	3	338
Company 92	59	48	1	13	20	141
Company 93	20	29	0	15	1	65
Company 94	31	33	12	18	39	133
Company 98	16	19	82	13	9	139
Battalion 9	84	45	8	42	11	190
TOTALS	1441	325	120	178	114	2178
Percentage of Total	66%	15%	6%	8%	5%	100%

The chart below displays the number of responses per company during the third quarter of Fiscal Year 2012/2013. The data for this bar chart is from the table above.

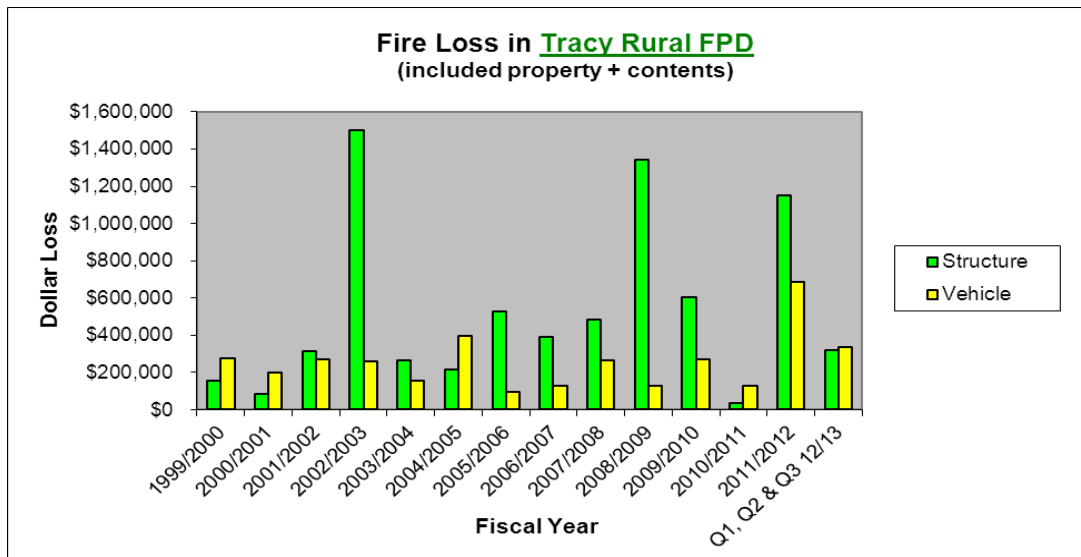


Structure Fire Loss

During the third quarter of Fiscal Year 2012/2013 the Fire Department was dispatched to thirty structure fires in the City of Tracy. Five turned out to be actual structure fires requiring suppression efforts by the fire department. Two were well involved residential structures, one of those occurred on Byron Road on 1/16/13 and the other was on Valpico Road on 1/26/13. Barbecue ashes placed into a garbage totter caused \$11,000 in structure fire damage to a residential home on Meadow Lark Lane on 3/8/13. Total structure fire loss in the City during the third quarter was \$404,550. Total structure fire loss for the first three quarters of FY 12/13 was \$516,886, 60% of the annual average for the past five years (\$857,226).



The Fire Department was dispatched to five structure fires in the Tracy Rural Fire Protection District during the third quarter of Fiscal Year 2012/2013. Only one of those five fires turned out to be a working fire requiring suppression efforts by the fire department. That fire occurred on 1/13/13 at 14727 E. Bethany Road and involved a haystack fire inside of a barn. The barn, valued at \$100,000, was destroyed.



Structure Loss

The following table lists the most significant dollar loss fires that occurred during the third quarter of Fiscal Year 2012/2013. This list includes only fires with over \$10,000 in combined property and content loss.

City of Tracy Structure Fire Loss			Tracy Rural FPD Structure Fire Loss		
Date	Address	Dollar Loss	Date	Address	Dollar Loss
1/16/2013	2568 Byron Rd.	\$180,000	1/13/2013	14727 W. Bethany Rd.	\$130,000
1/26/2013	11803 W. Valpico Rd.	\$205,000			
3/18/2013	595 Meadow Lark Lane	\$11,000			

MHCS D Structure Fire Loss

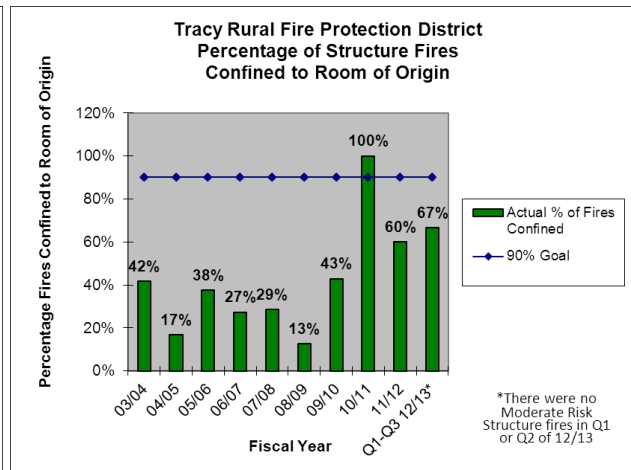
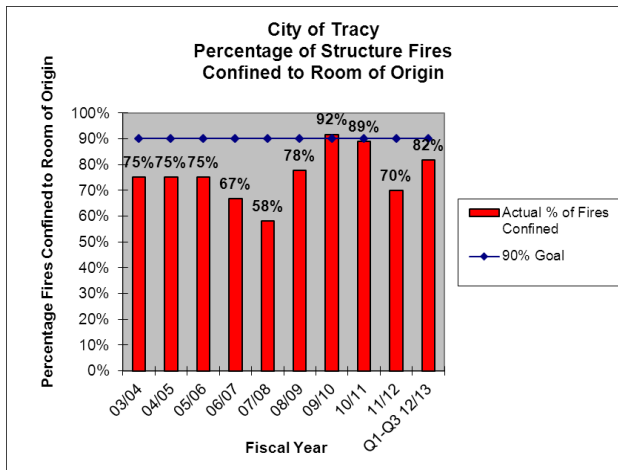
Date	Address	Dollar Loss
3/30/2013	77 Brett Ave.	\$10,000

“Moderate Risk” Structure Fires Confined to Room of Origin

The majority of structure fires in the South County Fire Authority occur in residential structures. When an effective response force can be assembled to safely mitigate these types of fires, the outcome is usually positive. The following are the South County Fire Authority Moderate risk structure fire objectives:

- To confine “moderate risk” structure fires to the room of origin or less 90% of the time in the City.
- To confine “moderate risk” structure fires to the room of origin or less 90% of the time in the District.

The following charts display the percentage of moderate risk structure fires confined to the room of origin or less since Fiscal Year 2003/2004.



Queuing

Queuing is a term used to describe the occurrence of simultaneous calls in one fire company's first-due area. When simultaneous calls are dispatched in one company's first-due area, a response from another company is required. This pulls resources from another area thus creating a void in the service delivery system and potentially creating a delay in response. A certain level of queuing is anticipated for fire department units relative to a static response system.

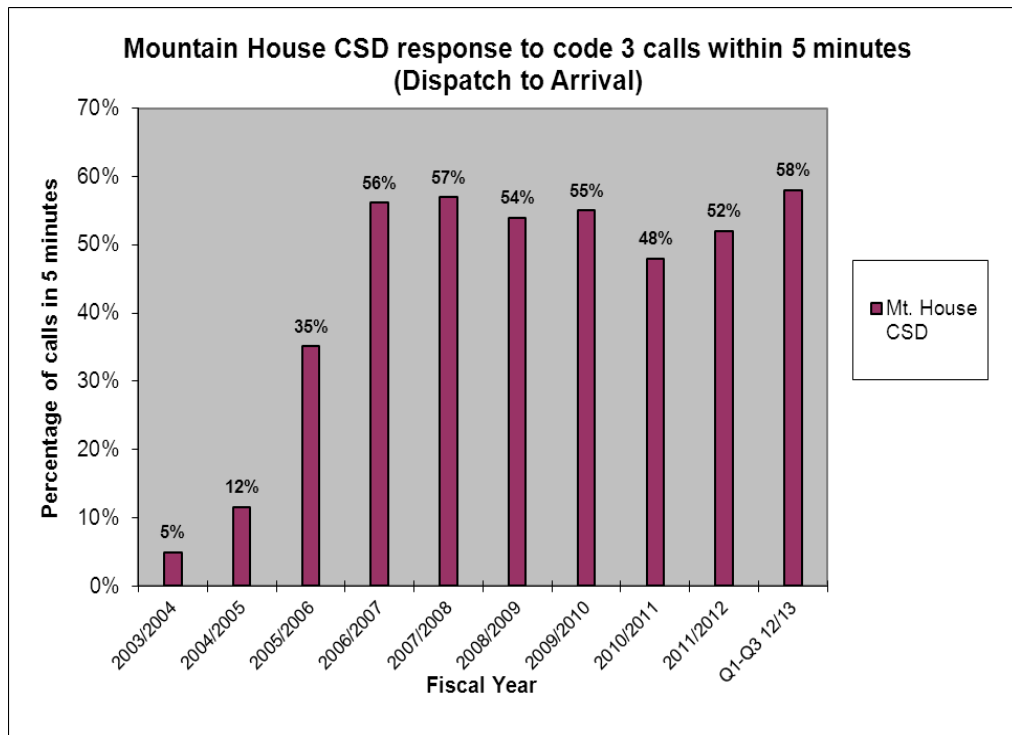
The following table displays the queuing percentages in each fire station's response area since Fiscal Year 2006/2007.

South County Fire Authority Queuing

Station Response Area	% of incidents handled by non-first due 2006/2007 (from SOC report)	% of incidents handled by non-first due FY 2008/2009	% of incidents handled by non-first due FY 2009/2010	% of incidents handled by non-first due FY 2010/2011	% of incidents handled by non-first due FY 2011/2012	% of incidents handled by non-first due FY 2012/2013 Q1, Q2 & Q3
91	17%	8%	8%	5%	4%	4%
92	9%	10%	8%	3%	3%	2%
93	6%	6%	3%	2%	2%	1%
94	14%	15%	9%	4%	3%	2%
96	11%	10%	8%	7%	6%	6%
97	10%	9%	6%	6%	5%	5%
98	13%	5%	3%	3%	3%	2%

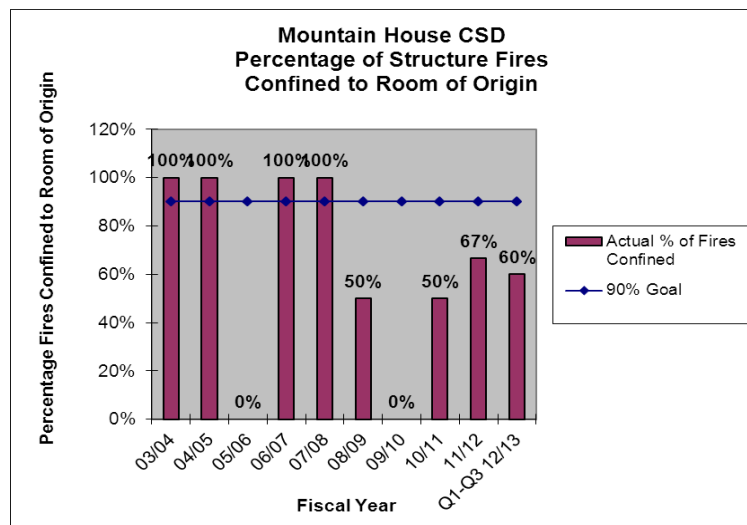
Mountain House Community Services District Response Performance

The charts below display the Mountain House Community Services District response performance and the percentage of “moderate risk structure fires confined to the room of origin or less since the 2003/2004 Fiscal Year.



“Moderate Risk” Structure Fires Confined to Room of Origin

The Fire Department was dispatched to two structure fires in the Mountain House Community Services District during the third quarter of Fiscal Year 2012/2013. One of those two turned out to be actual working fire in a moderate risk structure that required control actions by firefighters. That fire was attributed to discarded barbecue ashes placed into a garbage totter. The loss from that fire was \$10,000.



Components of Response Time

The tables on the following pages display each of the components of response time for the third quarter of fiscal year 2012/2013 and for fiscal year 2011/2012. The components of response time are “call processing,” “turnout time,” “travel time,” and the sum of the three, “total reflex time.”

There are two sets of tables for the City and two sets for the Tracy Rural Fire Protection District. The two tables above the center line display how the fire department has performed during the past quarter compared to the “benchmark” and the “baseline.” The two tables below the center line display the “benchmark” and the “baseline” for fiscal year 2011/2012.

Benchmarks are the desired level of service.

Baselines are the lower end of the acceptable best practices range (established by the Commission on Fire Accreditation International).

90th percentile time means that for a set of values at least ninety percent (90%) of them are less than or equal to the time displayed.

City of Tracy Response Performance - Third Quarter FY 2012/2013 and FY 11/12

SCFA Existing Response Performance Objectives (BENCHMARKS)

City of Tracy - Third Quarter Fiscal Year 2012/2013

EMS Incidents		90th Percentile	Structure Fire Incidents		90th Percentile	All Incident Types		90th Percentile
Call Processing	12% @ 1:00	3:24	Call Processing	14% @ 1:00	3:36	Call Processing	19% @ 1:00	2:51
Turnout Time	40% @ 1:00	1:58	Turnout Time	29% @ 1:00	2:21	Turnout Time	65% @ 1:00	2:00
Travel Time	76% @ 4:00	5:03	Travel Time	71% @ 4:00	4:49	Travel Time	74% @ 4:00	5:13
Total Reflex Time	54% @ 6:00	8:12	Total Reflex Time	14% @ 6:00	8:05	Total Reflex Time	50% @ 6:00	8:29

SCFA Existing Response Performance Objectives (Urban BASELINES from CFAI)

City of Tracy - Third Quarter Fiscal Year 2012/2013

EMS Incidents		90th Percentile	Structure Fire Incidents		90th Percentile	All Incident Types		90th Percentile
Call Processing	41% @ 1:30	3:24	Call Processing	43% @ 1:30	3:36	Call Processing	50% @ 1:30	2:51
Turnout Time	77% @ 1:30	1:58	Turnout Time	57% @ 1:30	2:21	Turnout Time	90% @ 1:30	2:00
Travel Time	91% @ 5:12	5:03	Travel Time	100% @ 5:12	4:49	Travel Time	90% @ 5:12	5:13
Total Reflex Time	90% @ 8:12	8:12	Total Reflex Time	100% @ 8:12	8:05	Total Reflex Time	88% @ 8:12	8:29

SCFA Existing Response Performance Objectives (BENCHMARKS)

City of Tracy - Fiscal Year 2011/2012

EMS Incidents		90th Percentile	Structure Fire Incidents		90th Percentile	All Incident Types		90th Percentile
Call Processing	15% @ 1:00	3:41	Call Processing	38% @ 1:00	2:02	Call Processing	13% @ 1:00	3:14
Turnout Time	45% @ 1:00	1:50	Turnout Time	24% @ 1:00	2:34	Turnout Time	67% @ 1:00	1:54
Travel Time	82% @ 4:00	4:41	Travel Time	81% @ 4:00	5:19	Travel Time	79% @ 4:00	4:52
Total Reflex Time	53% @ 6:00	8:18	Total Reflex Time	62% @ 6:00	7:14	Total Reflex Time	52% @ 6:00	8:36

SCFA Existing Response Performance Objectives (Urban BASELINES from CFAI)

City of Tracy - Fiscal Year 2011/2012

EMS Incidents		90th Percentile	Structure Fire Incidents		90th Percentile	All Incident Types		90th Percentile
Call Processing	35% @ 1:30	3:41	Call Processing	79% @ 1:30	2:02	Call Processing	34% @ 1:30	3:14
Turnout Time	80% @ 1:30	1:50	Turnout Time	79% @ 1:30	2:34	Turnout Time	92% @ 1:30	1:54
Travel Time	94% @ 5:12	4:41	Travel Time	88% @ 5:12	5:19	Travel Time	92% @ 5:12	4:52
Total Reflex Time	89% @ 8:12	8:18	Total Reflex Time	97% @ 8:12	7:14	Total Reflex Time	88% @ 8:12	8:36

Tracy Rural Fire Protection District Response Performance - Third Quarter FY 2012/2013 and FY 11/12

SCFA Existing Response Performance Objectives (BENCHMARKS)								
Tracy Rural Fire Protection District - <u>Third Quarter</u> Fiscal Year 2012/2013								
EMS Incidents		90th Percentile	Structure Fire Incidents		90th Percentile	All Incident Types		90th Percentile
Call Processing	12% @ 1:00	3:24	Call Processing	67% @ 1:00	3:02	Call Processing	14% @ 1:00	3:25
Turnout Time	35% @ 1:00	2:04	Turnout Time	67% @ 1:00	1:17	Turnout Time	54% @ 1:00	2:01
Travel Time	77% @ 7:30	9:23	Travel Time	67% @ 7:30	5:38	Travel Time	81% @ 7:30	9:00
Total Reflex Time	65% @ 9:30	13:05	Total Reflex Time	100% @ 9:30	8:12	Total Reflex Time	65% @ 9:30	12:22

SCFA Existing Response Performance Objectives (Rural BASELINES from CFAI)								
Tracy Rural Fire Protection District - <u>Third Quarter</u> Fiscal Year 2012/2013								
EMS Incidents		90th Percentile	Structure Fire Incidents		90th Percentile	All Incident Types		90th Percentile
Call Processing	41% @ 1:30	3:24	Call Processing	33% @ 1:30	3:02	Call Processing	41% @ 1:30	3:25
Turnout Time	69% @ 1:30	2:04	Turnout Time	100% @ 1:30	1:17	Turnout Time	91% @ 1:30	2:01
Travel Time	96% @ 13:00	9:23	Travel Time	100% @ 13:00	5:38	Travel Time	96% @ 13:00	9:00
Total Reflex Time	96% @ 16:00	13:05	Total Reflex Time	100% @ 16:00	8:12	Total Reflex Time	96% @ 16:00	12:22

SCFA Existing Response Performance Objectives (BENCHMARKS)								
Tracy Rural Fire Protection District - Fiscal Year 2011/2012								
EMS Incidents		90th Percentile	Structure Fire Incidents		90th Percentile	All Incident Types		90th Percentile
Call Processing	15% @ 1:00	3:41	Call Processing	38% @ 1:00	2:16	Call Processing	16% @ 1:00	3:35
Turnout Time	35% @ 1:00	1:59	Turnout Time	13% @ 1:00	2:34	Turnout Time	58% @ 1:00	2:03
Travel Time	85% @ 7:30	8:25	Travel Time	88% @ 7:30	6:51	Travel Time	84% @ 7:30	8:39
Total Reflex Time	67% @ 9:30	12:02	Total Reflex Time	75% @ 9:30	11:33	Total Reflex Time	67% @ 9:30	12:20

SCFA Existing Response Performance Objectives (Rural BASELINES from CFAI)								
Tracy Rural Fire Protection District - Fiscal Year 2011/2012								
EMS Incidents		90th Percentile	Structure Fire Incidents		90th Percentile	All Incident Types		90th Percentile
Call Processing	35% @ 1:30	3:41	Call Processing	50% @ 1:30	2:16	Call Processing	40% @ 1:30	3:35
Turnout Time	74% @ 1:30	1:59	Turnout Time	50% @ 1:30	2:34	Turnout Time	89% @ 1:30	2:03
Travel Time	97% @ 13:00	8:25	Travel Time	100% @ 13:00	6:51	Travel Time	97% @ 13:00	8:39
Total Reflex Time	96% @ 16:00	12:02	Total Reflex Time	100% @ 16:00	11:33	Total Reflex Time	96% @ 16:00	12:20

Mountain House Community Services District Response Performance - Third Quarter FY 2012/2013 and FY 11/12

SCFA Existing Response Performance Objectives (BENCHMARKS)								
Mt. House CSD - <u>Third Quarter</u> Fiscal Year 2012/2013								
EMS Incidents		90th Percentile	Structure Fire Incidents		90th Percentile	All Incident Types		90th Percentile
Call Processing	21% @ 1:00	2:53	Call Processing	0% @ 1:00	4:21	Call Processing	18% @ 1:00	3:03
Turnout Time	34% @ 1:00	1:48	Turnout Time	0% @ 1:00	1:41	Turnout Time	57% @ 1:00	1:51
Travel Time	64% @ 4:00	5:47	Travel Time	100% @ 4:00	2:07	Travel Time	63% @ 4:00	5:18
Total Reflex Time	50% @ 6:00	9:30	Total Reflex Time	0% @ 6:00	8:09	Total Reflex Time	48% @ 6:00	9:03

SCFA Existing Response Performance Objectives (Urban BASELINES from CFAI)								
Mt. House CSD - <u>Third Quarter</u> Fiscal Year 2012/2013								
EMS Incidents		90th Percentile	Structure Fire Incidents		90th Percentile	All Incident Types		90th Percentile
Call Processing	44% @ 1:30	2:53	Call Processing	0% @ 1:30	4:21	Call Processing	48% @ 1:30	3:03
Turnout Time	79% @ 1:30	1:48	Turnout Time	100% @ 1:30	1:41	Turnout Time	91% @ 1:30	1:51
Travel Time	90% @ 5:12	5:47	Travel Time	100% @ 5:12	2:07	Travel Time	89% @ 5:12	5:18
Total Reflex Time	85% @ 8:12	9:30	Total Reflex Time	100% @ 8:12	8:09	Total Reflex Time	82% @ 8:12	9:03

SCFA Existing Response Performance Objectives (BENCHMARKS)								
Mt. House CSD - Fiscal Year 2011/2012								
EMS Incidents		90th Percentile	Structure Fire Incidents		90th Percentile	All Incident Types		90th Percentile
Call Processing	8% @ 1:00	3:20	Call Processing	33% @ 1:00	1:27	Call Processing	11% @ 1:00	3:08
Turnout Time	36% @ 1:00	1:38	Turnout Time	67% @ 1:00	1:34	Turnout Time	67% @ 1:00	1:44
Travel Time	58% @ 4:00	5:38	Travel Time	40% @ 4:00	4:25	Travel Time	57% @ 4:00	5:50
Total Reflex Time	30% @ 6:00	9:42	Total Reflex Time	17% @ 6:00	7:25	Total Reflex Time	28% @ 6:00	9:49

SCFA Existing Response Performance Objectives (Urban BASELINES from CFAI)								
Mt. House CSD - Fiscal Year 2011/2012								
EMS Incidents		90th Percentile	Structure Fire Incidents		90th Percentile	All Incident Types		90th Percentile
Call Processing	24% @ 1:30	3:20	Call Processing	83% @ 1:30	1:27	Call Processing	29% @ 1:30	3:08
Turnout Time	83% @ 1:30	1:38	Turnout Time	100% @ 1:30	1:34	Turnout Time	96% @ 1:30	1:44
Travel Time	86% @ 5:12	5:38	Travel Time	80% @ 5:12	4:25	Travel Time	85% @ 5:12	5:50
Total Reflex Time	74% @ 8:12	9:42	Total Reflex Time	83% @ 8:12	7:25	Total Reflex Time	76% @ 8:12	9:49

SCFA AGENDA ITEM 7

REQUEST

APPROVE A MEMORANDUM OF UNDERSTANDING BETWEEN THE DEFENSE LOGISTICS AGENCY INSTALLATION SUPPORT AT SAN JOAQUIN AND THE SOUTH COUNTY FIRE AUTHORITY (CITY OF TRACY) FOR MUTUAL AID IN FIRE AND EMERGENCY SERVICES

EXECUTIVE SUMMARY

The South County Fire Authority (SCFA) and the Defense Logistics Agency Installation Support at San Joaquin Fire and Emergency Services (DLA FES) have had a long-standing cooperative relationship in respect to emergency response. Although, both agencies readily assist one another, there has been no formal agreement to specify how assistance will be provided. This memorandum of understanding will serve to describe the operations and services provided by each agency in respect to providing mutual aid.

DISCUSSION

Although separate from the SCFA, the Defense Logistics Agency Installation Support at San Joaquin, Tracy is physically located within the jurisdictional boundaries of the authority. Due to the physical location of DLA FES, it is advantageous for both agencies to provide additional emergency response by way of mutual aid when necessary. Assistance has traditionally been provided absent a formal mutual aid agreement.

The memorandum of understanding (MOU) for mutual aid describes the services to be provided, the methodology for requesting assistance, operations while providing assistance and indemnification.

Both parties agree to provide assistance only to the extent there are resources available. There is nothing within the MOU compelling either agency to respond to an emergency incident for the other when that agency's equipment or personnel are needed within their own jurisdiction. Resources providing mutual aid assistance will operate under the direction of the agency requesting assistance. It is also stated that either party will release units when their services are no longer required or when their services are needed within their respective jurisdiction.

Although, both parties of the MOU agree to waive all claims against the other party for compensation of any loss, damage, personal injury or death occurring in consequence of performing the agreement, there are provisions for seeking reimbursement when additional costs over and above normal operating expenses are incurred.

FISCAL IMPACT

There is no direct fiscal impact in agreeing to the MOU. There is the potential to incur additional costs over and above normal operating expenses. If and when additional costs are incurred, the MOU describes the process for reimbursement.

RECOMMENDATION

It is recommended that the South County Fire Authority Board of Directors approve the Memorandum of Understanding between the Defense Logistics Agency Installation Support at San Joaquin and the South County Fire Authority for Mutual Aid in Fire and Emergency Services.

Prepared by: David A. Bramell, Fire Division Chief

Reviewed by: Al Nero, Fire Chief

Approved by: R. Leon Churchill, Jr., Executive Director

Attachment: Memorandum of Understanding between the Defense Logistics Agency Installation Support at San Joaquin and the South County Fire Authority.

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE DEFENSE LOGISTICS AGENCY INSTALLATION SUPPORT
AT SAN JOAQUIN AND THE SOUTH COUNTY FIRE AUTHORITY**

This agreement is entered into this date _____, and is between the Defense Logistics Agency Installation Support at San Joaquin Fire & Emergency Services (DLA FES) acting pursuant to the authority of 42 U.S.C. §1856a, and the South County Fire Authority (Authority) and secures to each the benefits of mutual aid in Fire and Emergency Services. The parties agree to the following terms:

A. General Terms.

- (1) It is understood by and between the parties that services provided in accordance with this agreement are subject to capabilities available at the time of the request. Nothing in this agreement shall be construed as compelling either party to respond to an emergency call when personnel or equipment is needed within the Authority boundaries or DLA FES, respectively.
- (2) Both parties to this agreement waive all claims against the other party for compensation of any loss, damage, personal injury, or death occurring in consequence of performing this agreement. The Authority agrees to indemnify, hold harmless, and defend DLA FES from any claim, lawsuit, damages, or demand arising from DLA FES responding to the Authority's jurisdiction and DLA FES agrees to indemnify, hold harmless, and defend the Authority and its constituent member agencies and their employees, officers, elected officials, agents and volunteers from any claim, lawsuit, damages, or demand arising from the Authority responding to DLA FES's jurisdiction. This provision does not waive any right of reimbursement available under sections "(2) e." and "(2) f." below.
- (3) The parties acknowledge that all employees called to service under this agreement shall be paid by his or her employer and covered by his or her employer's workers' compensation and other insurance and benefits.
- (4) Each party shall use only its own equipment and personnel in providing Fire and Emergency Services under this agreement.
- (5) Both the City and DLA FES agree to operate according to a common Incident Command System and Standard Operating Procedures, whenever reasonable.

B. Procedures.

(1) By DLA FES:

- a. The DLA FES Fire Chief or his designated representative will request assistance by calling the City emergency number or designated radio channel and furnish information as to the type of the incident and the level of resources requested.
- b. If resources are available, the dispatcher at the LifeCom Communications Center will dispatch the requested equipment with crew to DLA FES according to preplan information. The Authority will notify the dispatcher if resources are not available.
- c. The DLA Police posted at entrance gates will direct arriving Authority units to the location of the emergency and, if necessary, provide escort to the scene.

- d. The senior DLA FES fire official present will direct the use of the Authority equipment responding.
- e. The senior DLA FES fire official present will release Authority units when their services are no longer required or when their services are needed within the Authority boundaries.

(2) By the Authority:

- a. The City Chief or his designated representative shall request assistance using the county radio.
- b. If resources are available, the Authority's Fire Chief or his or her assistant will dispatch the requested equipment with crew to the scene of the emergency. The individual calling will be informed immediately in the event support is not available from DLA FES.
- c. The senior City fire official at the scene will direct the use of DLA FES equipment responding.
- d. The senior Authority fire official present will release DLA FES units when their services are no longer required or when their services are needed within DLA FES's jurisdiction.
- e. While neither party may claim compensation for loss, damage, personal injury, or death occurring in consequence of performing this agreement, in accordance with DODI 6055.6E2.5.21.2, each party shall reimburse the other the extent to which it incurred additional costs, "over and above its normal operating costs" in providing "Fire and Emergency Services" under this agreement. The Authority shall seek reimbursement through the procedures outlined in 15 U.S.C 2210 and the corresponding regulations, including 44 C.F.R. 151.11. The Authority shall provide DLA FES with procedures for seeking reimbursement under this Agreement, which are included in Appendix A, attached hereto and made a part hereof. "Over and above normal operating expenses," as defined in 44 C.F.R. 151.03(j), means costs, losses, and expenses which are not ordinarily and necessarily associated with the maintenance, administration, and day-to-day operations of a fire service and which would not have been incurred absent the emergency out of which the claim arises.
- f. Though 151.03(e) speaks specifically to emergency services incident to a fire, for purposes of this agreement "direct expenses and losses" shall be calculated the same for all "Fire and Emergency Services," whether or not incidental to a fire.

C. Modifications.

- (1) Any changes to the foregoing operating procedures will require concurrence of both the DLA FES's Fire Chief or designee and the Authority's Fire Chief or designee which concurrence shall be evidenced by writing within 24 hours of any such change occurring.
- (2) Both the City and DLA FES agree to operate according to a common Incident Command System and Standard Operating Procedures, whenever reasonable.
- (3) DLA FES and the Authority shall semi-annually review the number and type of services provided under this agreement to ensure that continued performance is in the best interest of the United States Government and the Authority and not resulting in either party's augmenting the other.
- (4) The parties' Fire Chief or their designees are authorized and directed to meet and draft any detailed operating plans and procedures necessary to effectively implement this agreement. Such

plans and procedures shall become effective upon mutual written consent of the respective Chiefs.

This agreement is effective upon all parties signing and the date hereof and shall remain in full force and effect until canceled by mutual agreement of the parties hereto, or by written notice by one party to the other party, giving thirty days advance notice of said cancellation at the addresses contained in Appendix A.

IN WITNESS WHEREOF, the parties have executed this agreement as of the date and year first written above.

DLA INSTALLATION SUPPORT AT SAN JOAQUIN SOUTH COUNTY FIRE AUTHORITY

Mr. David Rodriguez
Director
DLA Installation

Mr. Robert Rickman
Chair
South County Fire Authority

Sean L. Edwards
Fire Chief
Fire & Emergency Services
DLA Installation Support at San Joaquin

Al Nero
Fire Chief
Tracy Fire Department
City of Tracy, California

APPENDIX A

Billing Procedures:

The following addresses will be used for billing and noticing purposes. Invoices will be submitted within 90 days of the incident. All bills will have a payment due date of 90 days after receipt by the Authority or DLA FES. Invoices must identify fire incident number and/or name, invoice number, and amount. Invoice supporting documentation must include description of services performed and period of services performed. Supporting documentation will itemize details of billing. Invoices for services under this agreement must be sent to:

DLA Installation Support at San Joaquin
Building 100, Attn: Dewey Rose
P.O. Box 960001
Stockton, California 95296

Contact Information:

(209)-839-4054

E-mail: dewey.rose@dla.mil

*Checks will be made payable to Defense Logistics Agency

City of Tracy
835 Central Avenue
Tracy, California 95376

With a copy to City Attorney at:
333 Civic Center Plaza
Tracy, CA 95376

Contact Information:

Al Nero

Fire Chief

(209)-831-6700

E-mail: al.nero@ci.tracy.ca.us

SCFA RESOLUTION _____

AUTHORIZE THE CHAIRPERSON OF THE SOUTH COUNTY FIRE AUTHORITY TO SIGN A MEMORANDUM OF UNDERSTANDING BETWEEN THE DEFENSE LOGISTICS AGENCY INSTALLATION SUPPORT AT SAN JOAQUIN AND THE SOUTH COUNTY FIRE AUTHORITY TO PROVIDE MUTUAL AID IN FIRE AND EMERGENCY SERVICES

WHEREAS, The South County Fire Authority and the Defense Logistics Agency Fire and Emergency Services have enjoyed a long-standing cooperative relationship in respect to emergency response, and

WHEREAS, both agencies desire to formalize mutual aid response by way of agreement, and

WHEREAS, providing emergency assistance to either jurisdiction is of mutual benefit for the safety and well-being of the greater community, and

WHEREAS, the agreement provides for both parties to meet their obligation to their respective jurisdiction prior to providing assistance to the other;

NOW, THEREFORE, BE IT RESOLVED, that the South County Fire Authority Board of Directors authorize entering into a mutual aid agreement (Memorandum of Understanding) with the Defense Logistics Agency Installation Support at San Joaquin for fire and emergency services in accordance with the memorandum of understanding and authorize the Chair to sign the Memorandum of Understanding..

The foregoing Resolution _____ was adopted by the Board of Directors of the South County Fire Authority on the _____ day of _____, 2013 by the following vote:

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

ABSTAIN: BOARD MEMBERS:

Chairperson

ATTEST:

Secretary