

CARPINTERIA – SUMMERLAND FIRE PROTECTION DISTRICT

FIRE PROTECTION MASTER PLAN

2012 – 2022
(2014 Revision)



OUR MISSION

TO PROUDLY SERVE THE PUBLIC WITH INTEGRITY BY PROTECTING LIFE, PROPERTY AND THE ENVIRONMENT, THROUGH PREVENTION, EDUCATION AND RESPONSE, WITH A PROFESSIONAL AND DEDICATED WORKFORCE.

OUR MOTTO

PRIDE IN SERVICE

OUR VISION

WE ASPIRE TO BECOME AN INVALUABLE COMPONENT OF OUR COMMUNITY'S WELFARE BY EXCEEDING THEIR EXPECTATIONS.

WE STRIVE TO BECOME THE MODEL OF SERVICE EXCELLENCE THAT ALL OTHERS WILL WANT TO IMITATE.

WE DESIRE TO BE DRIVEN BY OUR COLLECTIVE VALUES OF PROFESSIONALISM, RESPECT, INTEGRITY, DEDICATION AND EXCELLENCE.

OUR VALUES

Professionalism

As a team we value being professional in everything we do. Professionalism in appearance. Professionalism in service delivery and Professionalism in being well trained and prepared to provide service whenever asked.

Respect

As a public safety agency we respect ourselves, we respect our team members and we respect our community. We believe mutual respect allows us to be the best at what we do.

Integrity

Our actions are our service. There is integrity in what we say. Integrity in what we do and integrity in what we provide. Our community will trust and rely on us by the integrity of our actions.

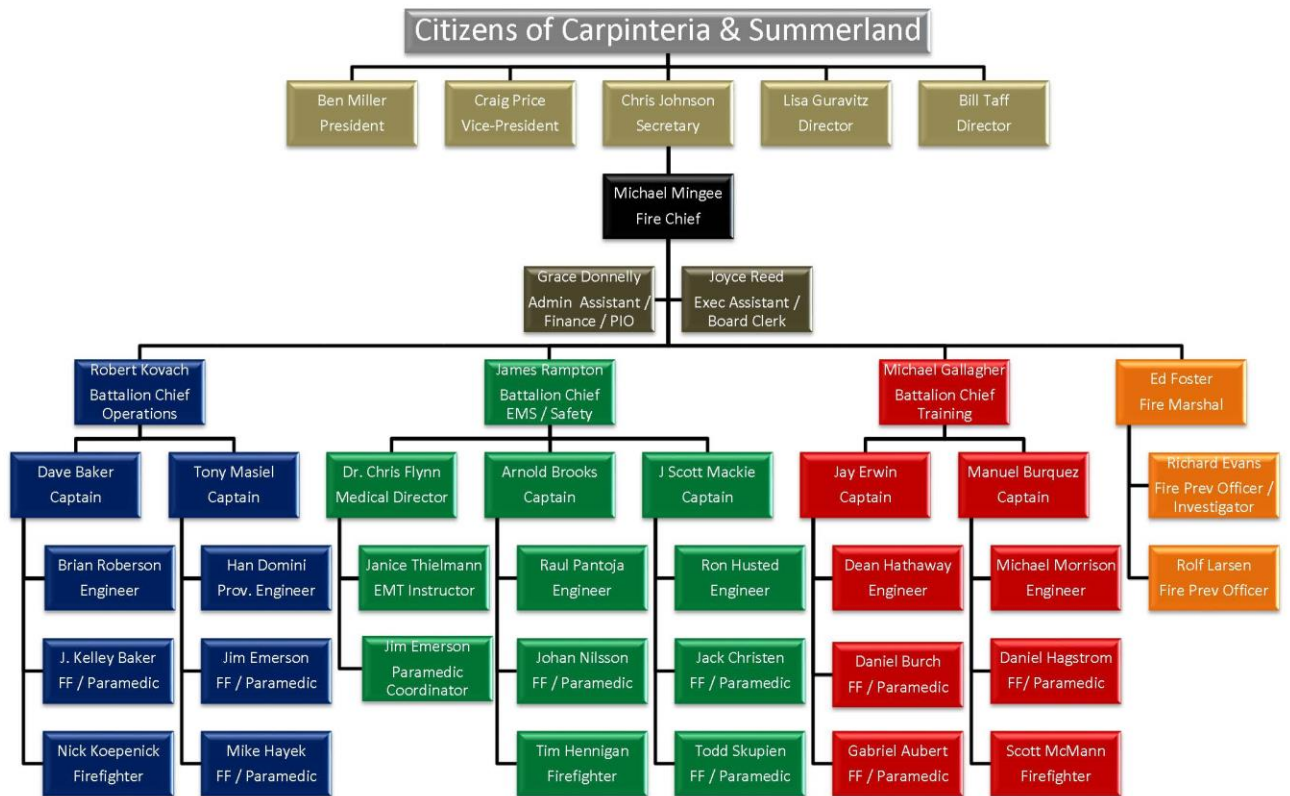
Dedication

Dedication to our profession, dedication to our team and dedication to our community is a necessary value for firefighters. Our dedication to do what needs to be done in someone's time of need cannot be questioned.

Excellence

We value excellence in our service. We believe the community deserves excellence in service delivery when they call upon us.

CSFD ORGANIZATIONAL CHART



02/2014

ADMINISTRATIVE DIVISION

ROLES AND RESPONSIBILITIES OF THE ADMINISTRATIVE DIVISION

The Administration Division is directed by Fire Chief Michael D. Mingee. Administration is responsible for planning, directing and evaluating the functions of the Fire District. Financial administration and budget preparation are included in the responsibilities of the Administration Division. The Fire Chief acts as Staff to the Board of Directors. The Administration Division is responsible for the functions of the Clerk of the Board. The Fire Chief acts as Fire Chief and Department Head in the City of Carpinteria. The Fire Chief represents the Fire District in various community groups including the Summerland Citizens Association.

The Administrative Division is responsible for all aspects of employee agreements and human resources management. Formal Labor/Management relations are the responsibility of the Administrative Division that includes collective bargaining and issues that arise during employee contracts. The Administrative Division is responsible for all aspect of Financial Management, including but not limited to, accounts receivable / payable, budget formulation, capital expenditures and payroll services. The Division also serves as Information Technologies liaison.

The Fire Chief directly supervises and evaluates the Battalion Chiefs, Administrative Assistant, Executive Assistant and Fire Marshal. The Fire Chief assures that the policy, vision and plan for the Fire District as directed by the Board and made accountable to the line employees through the Battalion Chiefs to their assigned platoon.

The Administrative Division is composed of the Fire Chief, Executive Assistant / Clerk of the Board and an Administrative Assistant / Financial Officer. The Administrative Assistant / Finance Officer also serves as the District's Public Information Officer.

ONGOING

Assure that expenditures of federal grant funds meet the requirements of both FEMA and the USDA

Increase general fund unreserved balance by 1.5% of annual revenue

Maintain General Fund committed balance at no less than 6.5% of previous year's expenditures

NEXT 12 MONTH IMMEDIATE TASKS

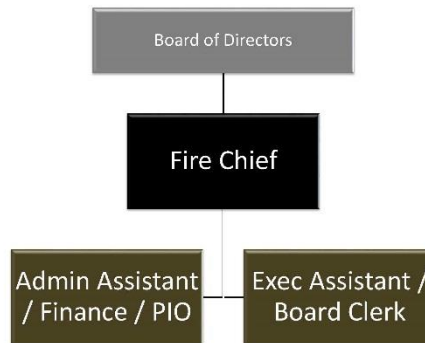
Decide upon a funding method for fire station construction

Review and amend if necessary Personnel Rules and Regulations covering Promotional Standards, Hiring Process, Discipline, Workplace Violence and Weapons, Discrimination Anti-Harassment and Workplace Wrongdoing.

Regularly publish safety tips

LONG RANGE GOALS

- A1 Commission and adopt a new Development Impact Fee Nexus study
- A2 Adopt a new Fee Schedule
- A3 Continue to identify alternative funding sources, including but not limited to, bonds, fees and enterprises
- A4 Support a charity and give back to community
- A5 Increase General Fund unreserved balance to 50% of previous year's expenditures by 6/30/2019
- A6 Begin a marketing campaign designed to inform the public of our service levels



02/2014

FIRE PREVENTION DIVISION

ROLES AND RESPONSIBILITIES OF THE FIRE PREVENTION DIVISION

The Fire Prevention Division is managed by the Fire Marshal. The Division is responsible for the implementation of adopted codes and standards as they relate to new and future development. This function includes, but is not limited to, plan review, new construction inspection, addressing and certifying of occupancies. The Division inspects existing occupancies for compliance according to adopted fire codes and requirements as well as aspects of the California Environmental Protection Agency regulations of hazardous materials generators. The Division is responsible for maintaining occupancies inspection records. The District implements a vegetation fuel management program in the designated high fire hazard zones of the Fire District. As part of the Fire Prevention mission, the Division is responsible for the determination of fire cause. The Fire Prevention Division also assists in administration of the Public Education programs and provides liaison and input to the City of Carpinteria Emergency Manager's office.

This Division administers a fee for service based program in which clients are invoiced for inspection, stand-by, plan check and various other functions. Proper accounting of expenses and receipts are also the responsibility of the Division.

The Fire Prevention Division is composed of a civilian Fire Marshal, one full-time civilian Fire Prevention Officer I, one Part-Time civilian Fire Prevention Officer I.



ONGOING

At least one FPO 1 will continue to maintain SFM Arson Investigator 1 Certification at all times.

Maintain at least one member in the SB County District Attorney's Arson Task Force at all times.

Continue to have FPO 1 maintain oversight for CAC Title 19 inspections. Those include all A, E, I, Residential Care, Nursery and Day Care facilities. Each facility will be inspected once every 36 months.

Distribute Business Plan inspections to the Full Time FPO 1. Those include F, S, and H occupancies. Each occupancy will be inspected once every 36 months.

NEXT 12 MONTHS IMMEDIATE TASKS

Implement the next phase of FIREHOUSE RMS that keeps track of occupancy inspections

Assist Training Division in implement commercial occupancy pre-fire planning by identifying Target Hazards to be pre-planned based on occupancy use and unusual hazards

- Maintain records of such plans both for access on Mobile Data Computers and hard copy for the occupancy file

Continue as a partner in CERT training

Deliver an in-house SFT Fire Prevention 1 Class

Annually seek federal grant funds for from the USDA Healthy Forest Act for fuel mitigation in the High fire hazard zones. Next grant due 2015

LONG RANGE GOALS

- P1 Identify all non-governed Public Utility agencies and impose fire flow-delivery requirements upon them in compliance with the CFC and NFPA 24
- P2 When budget allows, but no later than 2017, implement one full time fuels management Fire Prevention Officer position.
- P3 Review the Community Wildfire Protection Plan in 2015
- P4 In cooperation with surrounding fire protection agencies develop a regional Negative Declaration for environmental impact of fuel reduction by 2016
- P5 Replace the decommissioned regional Fire Safety Trailer

OPERATIONS DIVISION

ROLES AND RESPONSIBILITIES OF THE OPERATIONS DIVISION

The Operations Division is managed by the Battalion Chief of Operations and is responsible for meeting the day-to-day operations of the Fire District, including but not limited to: Structural Fire Suppression, Wildland Fire Suppression, Emergency Medical Services, Rescue Services, Hazardous Materials Mitigation and Surf Rescue.

This Division maintains facilities and fleets. The Operations Division is responsible for assuring that all apparatus and equipment are state-of-the-art and remain immediately reliable for service. The Division is responsible for maintaining adequate levels of consumable supplies. The Operations Division is responsible for maintaining all respiratory and personnel protective equipment in compliance with mandated safety standards. The Division is responsible for the electronic records management systems and information technology support. The Operations Division is responsible for developing automatic and mutual aid agreements with surrounding and allied agencies. The Division is responsible for development and implementation of any special operations such as Surf Rescue Teams.

The Operations Division is composed of a Battalion Chief and six Fire Captains who deliver service through six engine companies.



ONGOING

The Fire District shall maintain the daily capability to supply the following services within the District Boundaries on a daily basis:

- Structural Fire Protection
- Basic Rescue Services
 - MVA, MVA “over the side”, cliff rescue, high angle rescue
- Basic and Advanced Life Support
- Confined Space Awareness level response
- Hazardous Materials Operational level response
- Wild land Fire Suppression and WUI structural protection
- Surf Rescue
- Delivery and operations of the Hazardous Material and Multi Casualty support trailer

The Fire District shall maintain the daily capability of supply the following service within the District Boundaries on a daily bases through Memorandum of Understanding with partnering agencies:

- Aerial Platforms
- Fixed and Rotary Wing based Fire Suppression
- Extended operations (indirect attack) wild land fire suppression
- Confined Space and Urban Search and Rescue operational level response
- Hazardous Materials Technical level response
- Swift Water Rescue

At all times meet the requirements of the California Master Mutual Aid program to provide at least one Type I and one Type III Engine Company to mutual aid incidents

Capability to meet response and staffing levels in compliance with NFPA 1710 Standard for the Organization and Deployment of Fire Suppression Operations

(See Appendix A NFPA 1710 response extract)

Capability to meet response and staffing level in compliance with NFPA 1143 Standards for Wild land Fire Management – Chapter 7 Fire Suppression

(See appendix A NFPA 1143 response extract)

Continually maintain compliance with the Advanced Life Support Agreement between the Fire District and the Santa Barbara County Public Health Department.

(See Appendix B Santa Barbara County ALS contract response standards)

Continually maintain compliance with the Advanced Life Support Sub Contract agreement between the Fire District and American Medical Response

NEXT 12 MONTH IMMEDIATE TASKS

Develop a Franklin Trail response plan

Develop an Air Resources response plan for the District

Review and revise unit designators for fleet

Work toward regional integration of CAD and AVL

Provide for an environment to begin negotiating auto aid boundary drops for EMS with surrounding agencies

Explore alternative EMS delivery models using a light squad concept

LONG RANGE GOALS

O1 Explore the cost and plans for outside unit parking at Station No. 1

O2 Begin specifications for a new Type III engine

O3 Review need for flatbed conversion to a Patrol Unit

O4 Complete the construction of Fire Station 62 in Summerland by 12/31/2017 with these features:

- House up to 5 firefighters
- House 4 response apparatus
- Training and a Community Center Meeting Room

(See Appendix C Summerland Public Safety Center)

O5 Remodel current Station 61 in Carpinteria by 12/31/2022 capable of:

- Housing up to 7 firefighters
- Housing 6 response apparatus
- Containing the City EOC

(See Appendix D Walnut Avenue Fire Station Remodel)

O6 Maintain existing fleet and upgrade fleet in accordance with Fleet Schedule

(See Appendix E Fleet Replacement Schedule))

TRAINING DIVISION

The Training Division is managed by the Battalion Chief of Training and is responsible for preparing the staff to deliver service. This Division assures that the staff is well prepared for events that may occur. The Division is focused on supporting employees who qualify for promotion by delivering a thorough succession plan.

The Training Battalion Chief also serves as Information Technology liaison to the Mobile Data Computer service vendors.

The Division is composed of a Battalion Chief and six Fire Captains who serve as Company Training Officers



02/2014

ONGOING

Annually meet the training requirements for fire suppression responders of Title 8 of the California Administrative Code

Continually maintain the required training for all members to meet the minimal wild land firefighting qualifications of the California Incident Command Certification System (CICCS)

NEXT 12 MONTH IMMEDIATE TASK

Each identified target hazard will be pre-planned once every 36 months and documented on a PDF file for integration into the Mobile Data Computer database.

Implement the application of Pre-Fire Plans on an MDC Application

Provide an in-house SFT Fire Prevention 1 class

Implement new DL 70 DMV requirements and assure all drivers meet the criteria of the program

Bring the total District qualified South Coast Haz-Mat team members to 9

Provide Active Shooter Training delivered per FCASBC and law enforcement directives

Assure training opportunities are made available for all safety employees to meet the minimum RTF basic requirements

Prepare all Battalion Chiefs as STEN qualified

LONG RANGE GOALS

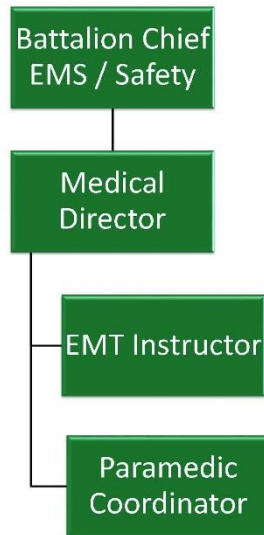
- T1 Complete 6 more fire ground performance standards to reach a total of 12
- T2 Continually assure that the training requirements of the California EMSA and the Local EMSA are met
- T3 Continually maintain and update as needed a task book for probationary Firefighting and EMS skill, Driver/Operator, Company Officer and Battalion Chief
- T4 Continually set, maintain and adhere to promotional standards that increase the minimum qualifications over time
- T5 Facilitate opportunities on a regional basis to obtain promotional required education
- T6 Provide the necessary training to support Acting positions for those who meet qualifications to assist in internal promotional opportunities
- T7 Continuously maintain promotional and hiring lists that expire no more than every 2-years
- T8 When the budget allows and an opening occurs, offer at least one rotational administrative staff position for Fire Captains and qualified Acting Captains (i.e. Training, EMS or Fire Prevention)
- T9 Provide for STEN training opportunities for interested Captain's as a secondary priority to all BCs
- T10 Establish as many internal subject matter experts to deliver in house training

EMS / SAFETY DIVISION

ROLES AND RESPONSIBILITIES OF THE EMS / SAFETY DIVISION

The EMS / Safety Division manages all aspects of the District's Emergency Medical Services program, including but not limited to, BLS and ALS service delivery, Continuous Quality Improvement, Contract Compliance, Protocol and Scope of Practice issues and controlled substances policies and procedures. The EMS / Safety Battalion Chief represents the District on various pre-hospital care matters.

The EMS / Safety Battalion Chief serves as the District's Safety Officer and chairs the District's Safety Committee. The EMS / Safety Battalion Chief represents management on the District's Physical Fitness committee. The Division is responsible for continued development of the District Wellness and Fitness program.



02/2014

ONGOING

Annually ensure that all members filling a USFS Single Resource assignment meet the physical fitness requirements

Assure members are improving their fitness and are daily participants in the District Physical Training Program.

Assure members have met their annual or bi-annual medical examination requirements

NEXT 12 – MONTH IMMEDIATE TASKS

Complete the District IIPP and see it successfully adopted by the Board of Directors

Deliver IIPP training to all employees and include Workers Compensation Injury Reporting Process

Provide for an environment to begin negotiating auto aid boundary drops for EMS with surrounding agencies

Explore alternative EMS delivery models using a light squad concept

Provide an improved method of assuring pre-hospital care skills are maintained

Begin now to seize opportunities to position the Fire District to be a competitive bidder for EMS transport services by 2018

Consolidate purchasing and warehousing of EMS supplies and equipment

Implement the “Image Trend” EPCR Program on bed side tablets

Integrate Health and Physical Fitness committee into one

LONG RANGE GOALS

E4 Research any opportunities to seize workers compensation program discounts

E5 Continue to implement the CARPs Program

- Educating Community Groups on how to obtain fire prevention program funding
- Develop a bicycle helmet safety program by 2015
- Continue to support Annual Fire Prevention Week activities at primary school levels in October of each year
- Develop and deliver a “Baby Sitter” program at the middle school level by 2016
- Research, develop and deliver a TEEN CERT training program at the High School Level by 2016