



REGULAR MEETING OF THE BOARD OF DIRECTORS

District Office, 18966 Ferretti Road

Groveland, CA 95321

(209) 962-7161 www.gcsd.org

AGENDA

May 12, 2020

10:00 a.m.

LOCATION: TELECONFERENCE - SEE BELOW

IMPORTANT NOTICE REGARDING COVID-19 AND TELECONFERENCED MEETINGS:

Based on the mandates by the Governor's in Executive Order 33-20 and the County Public Health Officer to shelter in place and the guidance from the CDC, to minimize the spread of the coronavirus, please note the following changes to the District's ordinary meeting procedures:

- The District offices are not open to the public at this time.
- The meeting will be conducted via teleconference using Zoom. (See authorization in the Governor's Executive Order 29-20)
- All members of the public seeking to observe and/or to address the GCSB Board may participate in the meeting telephonically or otherwise electronically in the manner described below.

HOW TO OBSERVE AND PARTICIPATE IN THE MEETING:

Telephone: Listen to the meeting live by calling Zoom at (253) 215-8782 or (301) 715-8592. Enter the Meeting ID# 279-281-953 followed by the pound (#) key. More phone numbers can be found on Zoom's website at <https://zoom.us/u/abb4GNs5xM> if the line is busy.

Computer: Watch the live streaming of the meeting from a computer by navigating to <https://us04web.zoom.us/j/279281953> using a computer with internet access that meets Zoom's system requirements

Mobile: Log in through the Zoom mobile app on a smartphone and enter Meeting ID# 279-281-953.

HOW TO SUBMIT PUBLIC COMMENTS:

Written/ Read Aloud: Please email your comments to board@gcsd.org, write "Public Comment" in the subject line. In the body of the email, include the agenda item number and title, as well as your comments. If you would like your comment to be read aloud at the meeting (not to exceed three minutes at staff's cadence), prominently write "Read Aloud at Meeting" at the top of the email.

Telephonic / Electronic Comments: During the meeting, the Board President or designee will announce the opportunity to make public comments by voice and in writing, and identify the cut off time for submission of written comments. Comments can be emailed in advance of the Board meeting and up to the time of Board consideration of the item during the meeting. Send email to board@gcsd.org, and write "Public Comment" in the subject line. Once you have joined the Board meeting online using Zoom, public comments can also be submitted using the Chat function while in the Zoom Meeting. In the body of the email or Chat, include the agenda item number and its title, as well as your comments. Once the public comment period is closed, comments timely received in advance of consideration of the agenda item will be read aloud prior to Board action on the matter. Comments received after the close of the public comment period will be added to the record after the meeting.

ACCESSIBILITY INFORMATION:

Board Meetings are accessible to people with disabilities and others who need assistance. Individuals who need special assistance or a disability-related modification or accommodation (including auxiliary aids or services) to observe and/or participate in this meeting and access meeting-related materials should contact Jennifer Flores, Board Secretary, at least 48 hours before a regular meeting at (209) 962-7161 or jflores@gcsd.org. Advanced notification will enable the District to swiftly resolve such requests to ensure accessibility.

PUBLIC RECORDS:

Public records that relate to any item on the open session agenda for a meeting are available for public inspection. Those records that are distributed after the agenda posting deadline for the meeting are available for public inspection at the same time they are distributed to all or a majority of the members of the Board. The Board has designated the District's website located at <https://www.gcsd.org> as the place for making those public records available for inspection. The documents may also be obtained by calling the District office.

ALL AGENDA MATERIAL ARE AVAILABLE ON THE DISTRICT WEBSITE AT WWW.GCSD.ORG OR MAY BE INSPECTED IN THE GROVELAND COMMUNITY SERVICES DISTRICT OFFICE AT 18966 FERRETTI ROAD, GROVELAND, CALIFORNIA

Any person who has any questions concerning this agenda may contact the District Secretary. In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the District at 209-962-7161. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting. (28FR35.102-35.104 ADA Title 11)

TELECONFERENCE AGENDA

May 12, 2020
10:00 a.m.

Call to Order

Pledge of Allegiance

Roll Call of Board Members

Janice Kwiatkowski, President
Nancy Mora, Vice President
John Armstrong, Director
Spencer Edwards, Director
Robert Swan, Director

1. Approve Order of Agenda

2. Public Comment

Members of the public are appreciated for taking the time to attend this meeting and provide comments on matters of District business. Public comments are subject to a 3-minute time limit; 10 minutes on an individual topic. Although no action can be taken on items not listed on the agenda, please know we are listening carefully to your comments.

3. Information Items

Brief reports may be provided by District staff and/or Board members as information on matters of general interest. No action will be taken by the Board during Reports, however items discussed may be recommended for discussion and action on a future agenda. Public comments will be taken after each report is provided.

A. Staff Reports

- i. Fire Department Report
- ii. General Manager's Report
- iii. Operations Manager's Report
- iv. Administrative Services Manager's Report

4. Consent Calendar

Consent Calendar items are considered routine and will be acted upon by one motion. There will be no separate discussion on these items unless a member of the Board, Staff or a member of the Public requests specific items be set aside for separate discussion.

- A. Approve Minutes from the April 14, 2020 Regular Meeting
- B. Approve Minutes from the April 28, 2020 Special Meeting
- C. Approve Minutes from May 5, 2020 Special Meetings
- D. Accept April 2020 Payables
- E. Adoption of Resolution 23-2020, Awarding a Contract to R&R Mountain Enterprises to Provide On Call Emergency, Small Capital Improvement and Maintenance Services
- F. Waive Reading of Ordinances and Resolutions Except by Title

5. Old Business

(Items tabled or carried forward from a previous meeting to be considered on this agenda. The Board of Directors intends to consider each of the following items and may take action at this meeting. Public comment is allowed on each individual agenda item listed below, and such comment will be considered in advance of each Board action)

A. None.

6. Discussion and Action Items

The Board of Directors intends to consider each of the following items and may take action at this meeting. Public comment is allowed on each individual agenda item listed below, and such comment will be considered in advance of each Board action.

- A. Adoption of Resolution 24-2020, Approving and Accepting the Updated Groveland Fire Master Plan Update Prepared by Citygate Associates
- B. Consideration of Approval of Application to the Staffing for Adequate Fire and Emergency Response (SAFER) Grant Program Funded by FEMA to Increase District Fire Department Staffing at the Groveland Fire Station to a Minimum of Three Persons Daily
- C. Consideration of Approval of Application to the California Department of Forestry and Fire Protection, Volunteer Fire Assistance Program (VFA) for the Purchase of Additional Training, Safety, Communication and Firefighting Equipment
- D. Adoption of Resolution 25-2020, Approving a Schedule A and Amador Contract with CAL FIRE for the Fiscal Years 2020/21 through 2022/23 for Fire Protection and Emergency Response Services
- E. Consideration of Approval of the Issuance of a Request for Proposals for the Completion of a Development Impact Fee Study for District Water, Wastewater, Fire and Park Services
- F. Adoption of Resolution 26-2020, Designating the Applicant's (District's) Agent for Agreements and Related Matters During Emergencies; Cal OES 130 Non- State Agencies
- G. Review and Direction to Staff Regarding the Preliminary Draft Budget for FY 2020-2021
- H. Consideration of Approval of Application to International Mountain Bicycling Association (IMBA) for Funding for Planning Activities Related to the GCSD Hetch Hetchy Railroad Grade Trail Project

7. Adjournment

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BOARD MEETING AGENDA SUBMITTAL

TO: GCS D Board of Directors

FROM: Pete Kampa, General Manager

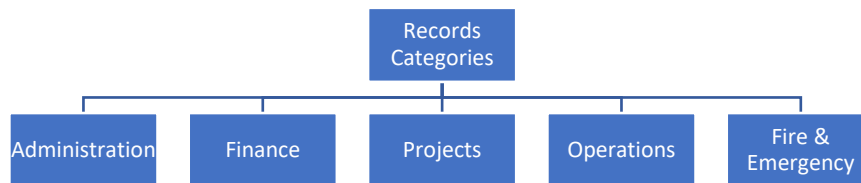
DATE: May 12, 2020

SUBJECT: Agenda Item 3Aii: General Manager's Report

Staffing

I am pleased to report another extremely productive month of providing essential services to the community. We should extend our appreciation to District field staff for working safely, staying healthy and continuing to provide excellent services to our customers. Administrative and customer service staff should also be commended for a very focused effort to maintain a high level of customer service, improving our technologies and making significant progress on longstanding records and procedure development needs.

Admin staff has made significant advancements in development and population of our electronic file system. Using the Secretary of State guidelines, we have developed the following records categories, which are the broadest grouping of our records:



Each records category then contains a more voluminous series of records, organized primarily by function. Shown below is the series' of records contained in the Administrative category. The electronic file tree in Explorer mirrors this series, and we have chosen a common naming convention to allow for easy location of files by date, type and project number. The paper file system will mirror this layout. Staff is currently reviewing each and every electronic file in our archives, applying a correct name and storing them in the appropriate series and folder.



Project Funding

We have received the fully executed \$3.402 million Grant contract from the State Water Board for the Clearwell Rehabilitation Project. Staff will provide a project overview and seek board approval to bid the project in June 2020. This is the largest grant in the history of GCSD and renovates some of our most critical infrastructure. Needless to say we are very excited to convey this effort to the community.

The CDBG application being prepared by the county for the Downtown Groveland/BOF Water System Improvements is complete and prepared for approval by the Board of Supervisors on May 19, 2020. The documentation required for this \$3.2 million grant application is detailed and voluminous. We truly appreciate the expertise and experience of the county in these applications, and hope for success in short order following submission.

Land Use Projects – Tuolumne County

Included with this report are two stakeholder advisories for planning projects in the GCSD boundaries. The first is the Orth Use Permit application submitted for changes in

use on the carwash property downtown. The District has prepared and submitted the attached response to the project application. The second project, titled Yonder Yosemite is an application to rezone property known by locals as the “scar” from Public to General Commercial. There is no particular development application associated with this application, but the District has been in conversation with a project representative who is performing due diligence on a potential project for the site. More details will be provided once/if a development application is submitted.

Procedure for Construction Projects (Report)

We had planned to present to the Board an overview of the capital improvement project development and implementation process used by the District, under the requirements of the Uniform Construction Cost Accounting Act. We are in the process of developing a written procedure and tasks for these projects, which should be complete this month, and we plan to present to the Board in June or during our next workshop.

LAFCO Meeting and Special Districts

On May 11, 2020 the Tuolumne County LAFCO will meet to discuss:

1. Consideration of approving the Proposed Fiscal Year 2020-21 LAFCO Budget for the Tuolumne County Local Agency Formation Commission.
2. Consideration of accepting ballot results to add two Special District Members and a Special District Alternate to the LAFCO board and installing new members to the Commission.

The LAFCO meeting information packet is posted on our website with this Board meeting packet.



COMMUNITY DEVELOPMENT DEPARTMENT

Quincy Yaley, AICP
Director

Land Use and Natural Resources – Housing and Community Programs – Environmental Health, Building and Safety – Code Compliance

RECEIVED
APR 20 2020

48 Yaney Avenue, Sonora
Mailing: 2 S. Green Street
Sonora, CA 95377
(209) 533-5633
(209) 533-5616 (Fax)
(209) 533-5909 (Fax – EHI)
www.tuolumnecounty.ca.gov

Date: April 13, 2020
To: Interested Stakeholder
From: Tuolumne County Community Development Department
RE: Orth Conditional Use Permit CUP20-016
Assessor's Parcel Number: 007-033-010

BY:

The Community Development Department thanks you for your participation in the land development process in Tuolumne County. We value your comments and look forward to your continued participation in our planning process. This process provides information on your requirements and concerns to the applicant early in the review process. Involvement on your part can eliminate or minimize problems that could arise later.

We have received an application from Matthew Orth for the following project:

Conditional Use Permit CUP20-016 to allow the operation of a mobile hot dog cart, dog wash station, coin operated laundry, and virtual reality trailer on a 0.28± acre parcel zoned C-1 (General Commercial) under Title 17 of the Tuolumne County Ordinance Code.

LOCATION: The project site is located at 18762 State Highway 120/Main Street, approximately 1,200± feet west of the intersection of State Highway 120 and Ferretti Road in the community of Groveland. The project site is located within a portion of Section 21, Township 1 South, Range 16 East, Mount Diablo Baseline and Meridian, and within Supervisorial District 4. Assessor's Parcel Number 007-033-010.

Access: State Highway 120 Cul-de-Sac: No

Sewage Disposal Method: GCSD

Water Source: GCSD Fire Hazard Rating: High

Additional Information:

1. Outdoor sales and services are a conditional use in the C-1 zoning district.
2. The hot dog cart will be operated from approximately 10:00 a.m. to 7:00 p.m. and the dog wash station will be operated from approximately 9:00 a.m. to 7:00 p.m. The virtual reality trailer will be available for on-call services.
3. The project site is currently developed with a self-serve car wash with 3 bays.

In accordance with Section 15063(g) and 15044 of the "State EIR Guidelines" as adopted by Tuolumne County, we are offering you the opportunity to comment this project. Please complete the following and return no later than **Wednesday, April 29, 2020.**

SURVEYOR'S STATEMENT

THIS MAP CORRECTLY REPRESENTS A SURVEY MADE WITH THE INSTRUMENTS OF THE LAND SURVEYORS ACT AT THE REQUEST OF STAN KIRKWOOD IN OCTOBER, 1920.

Stan Kirkwood
STAN KIRKWOOD
L.S. 4012

4014

COUNTY SURVEYOR'S STATEMENT

THIS MAP HAS BEEN EXAMINED IN ACCORDANCE WITH SECTION 7164 OF THE LAND SURVEYORS ACT THE 15th DAY OF January, 1922.

Charles A. Sullivan
CHARLES A. SULLIVAN, L.S. 9377
COUNTY SURVEYOR
BY INSTRUMENT 19-30-93

BY _____
COUNTY

RECORDERS STATEMENT

FILED THIS 15th DAY OF February, 1922, AT 2:15 P.M. IN THE OFFICE OF THE COUNTY RECORDER AT PAGE 210 AT THE REQUEST OF THE COUNTY SURVEYOR. Fee: 7.50 + 1.00 = 8.50 Feb. 15, 1922.

David J. DeS...
COUNTY RECORDER

Deputy
1871

LEGEND

- 1. FOUND BAY'S WEDGE IRON PLUG, SEE APPENDIX
- 2. FOUND MONUMENT AS NOTED
- 3. EAST 50' BEARING WITH L.S. 4012
- 4. PLASTIC PLUG
- 5. DETERMINED POINT ONLY, NOTHING FOUND ON GROUND
- 6. RECORDED PER PD. 5-41 OR GROVELAND TOWNSHIP MAPS
- 7. RECORDED PER PD. 25-22-23
- 8. RECORDED PER MAPS 3-44
- 9. RECORDED PER PD. 10-14
- 10. RECORDED PER PD. 10-17
- 11. MEASURED

SUBJECT PARCEL, S. J. NOBIS

BASIS OF BEARING

CALIFORNIA LAMBERT ZONE
OF THE FOUND MONUMENTS OF PD 25-22-23

BASIS OF BEARING

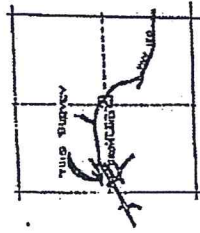
TERRESON MINEING CLAIM
N. 1/4 S. 1/4 T. 1 S. R. 16 E. M. 1 B. & M.
N. 1/4 S. 1/4 T. 1 S. R. 16 E. M. 1 B. & M.

SCALE 1"=50 FT.

ANNETTE KONGER
200 00 540

LOT 7

STATE HWY 120
STATE TRUNK STREET



VICINITY MAP
SECTION 21, T. 1 S., R. 16 E., M. 1 B. & M.
NOT TO SCALE

RECORD OF SURVEY

LOT 7, BLOCK 6, GROVELAND TOWN-SITE, BEING A PORTION OF THE N.W. 1/4 OF SECTION 21, T. 1 S., R. 16 E., M. 1 B. & M.

IN THE UNINCORPORATED AREA OF TULLOCHME COUNTY, CALIFORNIA

THIS MAP PREPARED BY STAN KIRKWOOD, LAND SURVEYOR, GROVELAND, CALIFORNIA

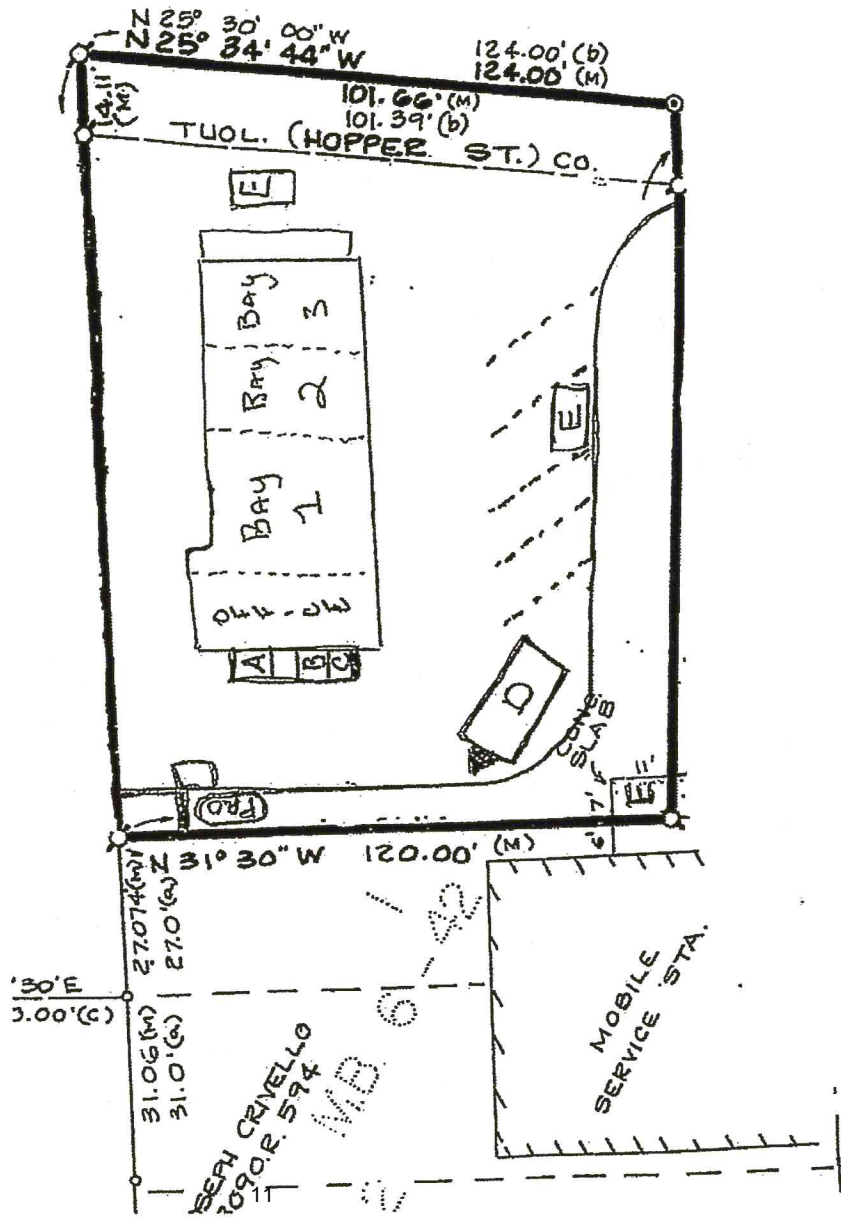
RECEIVED

MAR 05 2020

Community Development Department

- A SELF-SERVE DOG WASH 9am - 7pm
- B COIN-OP DRYER 24 HRS
- C COIN-OP WASHING MACHINE 24 HRS
- D 16' TRAILER W/ V.R. GAME NO SET TIME / ON CALL
- E HOT DOG CART (3 POS. LOCATIONS) 10am - 7pm

(b) 1 (M)
N 56° 00' 00" E



RECEIVED

MAR 05 2020

Community Development
Department

STATE HWY 120



G.C.S,D, Services - 209 / 962-7161
Fax - 209 / 962-4943
Fire Department - 209 / 962-7891
www.gcsd.org

water • fire protection • parks • wastewater collection & treatment

18966 Ferretti Road P.O. Box 350 Groveland, CA 95321-0350

April 29, 2020

Natalie Rizzi
Tuolumne County CDD
2 S. Green Street
Sonora, Ca 95370

RE: Orth Conditional Use Permit CUP20-016

Dear Ms. Rizzi,

The Groveland Community Services District provides water, sewer, fire protection/emergency response and park services to the project location; subject to the above referenced Conditional Use Permit application. The property is currently permitted and approved through the GCSD for use as a carwash facility with two vehicle bays that receive water and sewer services from the District. The water is provided through a 1-inch water meter determined of adequate size to serve the current use of two vehicle bays. The GCSD approved private sewer facilities consist of catchment basins and sand/oil/debris catchment and filtration facilities capable of producing wastewater discharge meeting GCSD discharge standards, if operated and maintained in accordance with the equipment manufacturer and GCSD requirements.

The proposed CUP requests in increase in both water usage and wastewater discharge capacities to serve the additional facilities including dog washing stations and the district requires verification from the applicant's engineer as described below, that the existing water and sewer facilities detailed above are adequately sized and appropriate to serve the increased demand, in compliance with the District's water and sewer ordinances.

Plumbing plans and specifications including details on how the new plumbing fixtures are to be connected to the system, and including calculations and engineering verification/certification of the following:

1. That the proposed additional fixture units can be adequately served by the existing catchment and filtration systems; or
2. Details on a new sewer lateral connection location for the new fixtures, not discharging through the catchment and filtration system; and
3. Verification of adequate sizing to meet peak flow demands of both the existing sewer service lateral and water meter, and peak water and wastewater flow estimates ; and
4. Certification by a qualified, licensed plumber or engineer that the existing separator/filtration system is being operated in accordance with GCSD approvals, is fully operational and that no modifications to the system have been made other than those approved by the District.

A GCSD connection permit is required if an additional sewer lateral is to be installed or larger water service line and meter required. A revised water and sewer service application is required and shall

identify the number of washing machines, dog washing stations and restrooms to be connected to the system. A sewer connection fee of 0.6 times the single family residential (ESFR) connection rate shall apply to each machine, 0.3 ESFR shall be applied to each dog washing station, and 2.0 ESFR to each restroom facility open to the public. Additional water connection/capacity fees shall apply if the peak water demand as determined by the applicant's engineer exceeds the AWWA rated capacity of the existing meter, and a larger meter must be installed.

The above sewer user classifications and water meter sizing/fee requirements are subject to change, and the approved Use Permit should require a revised GCSD water and sewer service application, compliance with GCSD water and sewer ordinances, and payment of current water and sewer connection/capacity fees at the time of approval of the revised service applications.

If you have any questions, please do not hesitate to contact me. We also request to be notified of preparation of draft CUP conditions and any related hearings.

Sincerely,



Peter Kampa
General Manager

CC: Oth CUP Project File



COMMUNITY DEVELOPMENT DEPARTMENT

Land Use and Natural Resources – Housing and Community Programs – Environmental Health – Building and Safety – Code Compliance

Date: April 29, 2020
To: Interested Parties
From: Tuolumne County Community Development Department
RE: Curtis (Yonder Yosemite) General Plan Amendment GPA20-002
Assessor's Parcel Numbers: 066-140-022

RECEIVED
MAY 04 2020
BY:

48 Yaney Avenue, Sonoma, CA 95376
Mailing: 2 S. Green Street, Sonoma, CA 95376
(209) 533-5622 (Fleece)
(209) 533-5616 (Fax)
(209) 533-5909 (Fax - EHI)
(209) 588-9064 (Fax - Fleece)
(209) 533-5698 (Fax - Road)
www.tuolumnecounty.ca.gov

The Community Development Department thanks you for your participation in the land development process in Tuolumne County. We value your comments and look forward to your continued participation in our planning process that provides information on your requirements and concerns to the applicant. Early involvement on your part can eliminate or minimize problems that could arise later. Once again, we request your comments on this project. If you require additional information to complete your review, please contact the Project Planner at your earliest convenience so that we can obtain the information for you.

We have received an application from Mary Curtis as follows:

General Plan Amendment GPA20-002 to change the General Plan land use designation of a 4.962± acre parcel from Public (P) to General Commercial (GC).

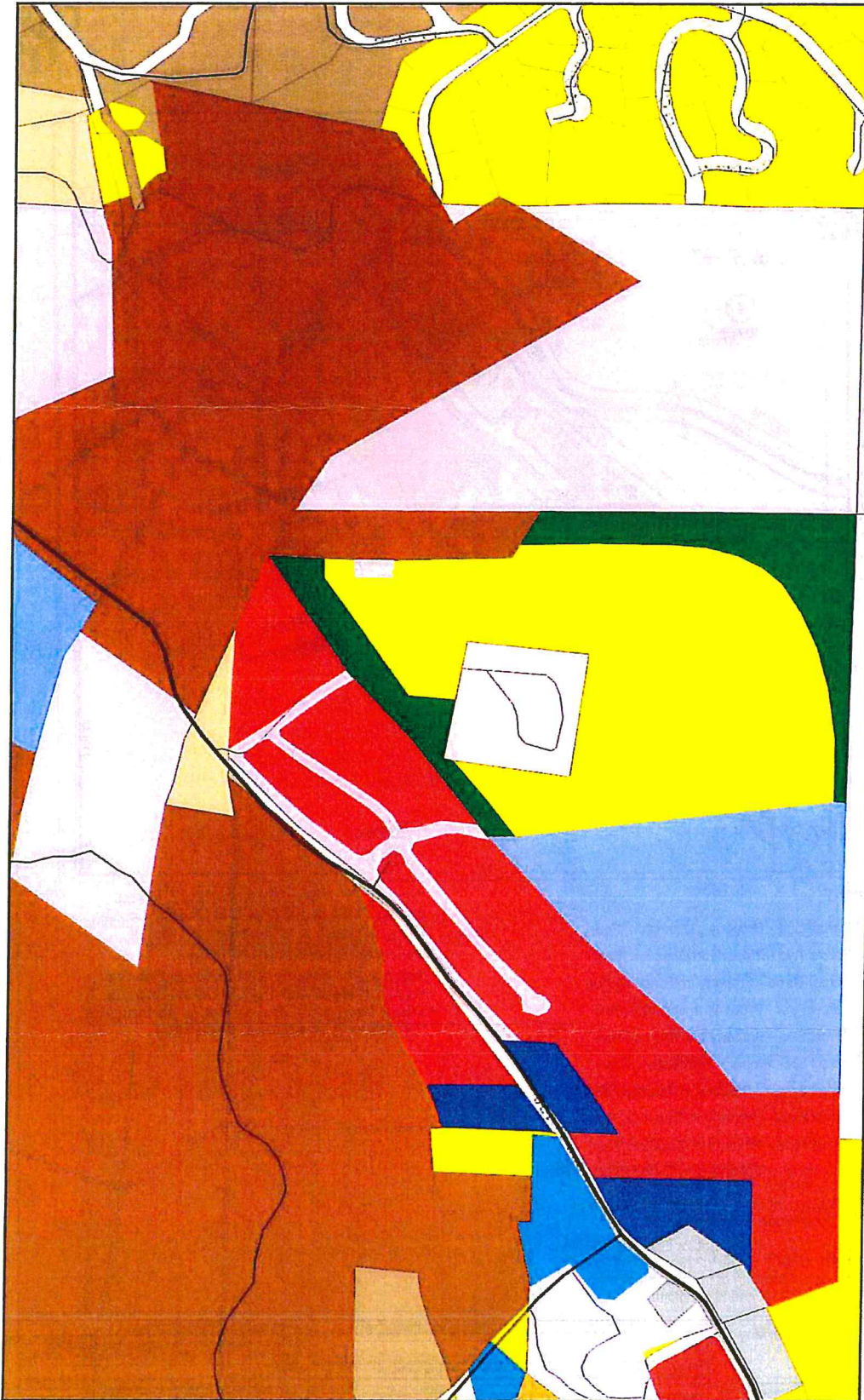
LOCATION: The project site is located on the southeast side of State Highway 120, approximately 1,000± feet northeast of the intersection of State Highway 120 and Wards Ferry Road, in the community of Groveland. The project site is within the northwest ¼ of Section 29, Township 1 South, Range 16 East, Mount Diablo Baseline and Meridian and is within Supervisorial District 4. Assessor's Parcel Number 066-140-022.

Access: State Highway 120 Fire Hazard Rating: Very High

Additional Information:

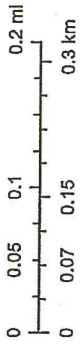
1. The proposed General Plan Amendment will be to update the General Plan designation of an undeveloped parcel from Public (P) to General Commercial (GC) to be consistent with the underlying General Commercial (GC) zoning and the surrounding parcels.
2. The project site is located within the Groveland Community Services District service area for water and sewer. There are no existing connections on the project site at the present time.
3. The Tuolumne County Wildlife Maps indicate that the annual grassland (ags) habitat type is present on site.
4. There is no development on the site proposed at this time. The project only consists of the general plan land designation request. No buildings, grading, or other development is a part of this application.

Tuolumne County Land Use Map



1/23/2020, 2:40:42 PM

1:9,028



Sources: Esri, HERE, Garmin, Intermap, Increment P Corp., GEBCO, USGS, Bureau of Land Management, Esri, HERE, Garmin, INCREMENT P, Intermap, USGS, METINASA, EPA, USDA | Tuolumne County GIS

Groveland Community Services District Fire Department / CALFIRE

18966 Ferretti Road Groveland, CA 95321

Staff Report
May 12, 2020

To: Board of Directors

From: Andy Murphy, Assistant Chief
By: Jude R. Acosta, Battalion Chief

Subject: Monthly Activity Report – April 1, 2020 to April 30, 2020

Operations:

Emergency Incident Response:

On April 22, 2020, CAL FIRE and Groveland fire units responded to a vegetation fire in the area of Morgan Drive and Whites Gulch. Upon arrival, there was a 50' X 50' spot of vegetation burning uphill at a slow rate of spread into a patch of dry manzanita. Fire crews aggressively attacked the fire, preventing any additional spread. The cause of the fire was determined to be an unattended escaped burn pile.



On April 26, 2020 CAL FIRE and Groveland fire units responded to a vegetation fire at the top of Old Priest Grade. Upon arriving at scene, there was a 1/8 of an acre of brush burning at a slow rate of spread. The property owner was in control of the fire but due to the visible location the Emergency Command Center received numerous 911 calls. Our fire crews assisted in managing the fires edge to prevent any escape then turned the fire back over to the property owner. No additional action was taken.

Amador Plan:

On April 20, 2020 the CAL FIRE Groveland Fire Station concluded its agreement with the Groveland Community Services District for the Amador Plan. The Amador contract is designed to augment and enhance the Fire Department. This agreement is a cost-effective way for the District to maintain year round fire protection and emergency medical services for Groveland and Big Oak Flat communities. The Amador program is planned to run from November 15th to May 15th.

Apparatus and Equipment:

Apparatus	Description	Status
Engine 781	2009 Pierce Contender	In Service
Engine 787	2000 Freightliner FL112	In Service
Engine 788	1984 GMC Wildcat	In Service
Utility 786	2008 Chevrolet 2500	In Service

Training:

In addition to our monthly Emergency Medical Technician (EMT) curriculum and engine company performance standards, Battalion personnel received the following specialized training:

- Battalion 6 Firefighter 1 Rehire Academy hosted at Groveland Forest Fire Station
- Mobile Attack
- Progressive Hoselays
- Water Supply Operations
- Hose Deployment and Management
- Fire Attack
- Vehicle Extrication
- Low Angle Rope Rescue Operations
- Multi-Purpose Device (MPD) Training

MONTH - April 2020

STATION 78

Alarm Sounding	1
Odor Investigation	1
Debris Fire	0
Medical Aid	18
Fire Menace Standby	1
Fire Other	0
Haz Mat	0
Landing Zone	0
Plane/Heli Crash	0
Public Assist	9
Smoke Check	0
Structure Fire	0
Commercial Structure Fire	0
Vegetation Fire	2
Vehicle Accident	1
Vehicle Accident/Pin in	0
Vehicle Fire	0
TOTAL	33



Auto Aid	Given
Tuolumne County	2

(31 calls in GCSD district, 2 calls in Tuolumne County)

Last Call Logged Run # TCU 004583

MONTH - April 2020

GROVELAND FFS

Alarm Sounding	1
Odor Investigation	0
Debris Fire	0
Medical Aid	16
Fire Menace Standby	4
Fire Other	0
Haz Mat	0
Landing Zone	0
Plane/Heli Crash	0
Public Assist	0
Smoke Check	0
Structure Fire	0
Commercial Structure Fire	0
Vegetation Fire	3
Vehicle Accident	1
Vehicle Accident/Pin in	0
Vehicle Fire	0
TOTAL	25



Auto Aid	Given
MMU	1

Cancelled Enroute	
Total	4

Last Call Logged Run #CATCU004456



Operations Report

Month of Review: April 2020

Information Provided by:

- Luis Melchor, Operations Manager
- Greg Dunn, Chief Plant Operator
- Rachel Pearlman, Administrative Services Technician
- Operation Supervisor

Wastewater Treatment Plant Flows

Influent Totals From: April 2020	
Total	.0MG
High	.0MG
Low	.0MG
Average	.0 MG

Effluent Totals From Plant: April 2020	
Total	4.45 MG
High	.31 MG
Low	.09 MG
Average	.15 MG

Rainfall Totals at the Sewer Treatment Plant Month of April 2020	
Year	Total Rainfall-inches
2020	3.26 - (2.42 High)
2019	.81 - (0.22 High)
2018	2.96 - (1.40 High)
2017	5.09 - (1.58 High)
2016	3.05 - (1.10 High)
Current Season Total	22.30

Wasting Totals	
Total Inches	422
Total Pounds	6782

Reclamation Totals	
PML	0
Spray Fields	0
PML Season Total	0
Spray Fields Total	0

Active Sewer Accounts: 1558

Activities at the Wastewater Treatment Plant

- Took weekly Bac-Ts and BOD of the Chlorine Contact Chamber (CCC) and sent into Aqua Lab for testing
- Completed monthly Wastewater Report and sent to the State Water Resources Control Board
- Completed daily rounds and Lab
-

Wastewater Collections Department

- Completed all Preventative Maintenance Check Sheets (PMCS) at all Lift Stations (weekly)
- Chemical flushed gravity sewer lines throughout the District for system maintenance
- Inspected and flushed problem manholes
- Hydro flushed multiple gravity lines throughout the District for system maintenance
- Inspected all gravity line manholes for LS 3, LS 4, LS 5 total of 102 MH opened and inspected.
- Removed down debris from LS 5, LS 11, and LS 15
- Fabricated new polymer mixer for STP
- Ran CCTV push camera to mark laterals for possible home build, 100 FT inspected
- Repaired Twin Pine easement gate
-

Treated Water Department

- Submitted monthly Water Treatment Report to State Water Resources Control Board
- Submitted monthly Conservation Report to State Water Boards
- Performed weekly checks and calibrations on all analyzers at 2G, BC, and AWS
- Performed monthly UV calibrations at 2G and BC
- Took weekly Treatment Plant samples and sent into Aqua Lab
- Took weekly distribution samples and sent into Aqua Lab
- Relocated exhaust fan for the UV room at Big Creek Treatment Plant

Distribution Department

- Monitored/sample Distribution Tank as needed
- Read all District Water Meters
- Normal day to day: Trouble calls (low press/high press, no water, shut off for repairs etc.)

- Completed weekly checks on Tank 4, Highlands Pump stations (Building, Pneumatic Tank, Pumps and MCC Cabinet)
- Fabricated and installed new ARV & PRV enclosure on Big Creek Shaft Property
- Removed down tree blocking meter box on Nonpareil Road
- Investigated to possible water break, one on PO side and the other was a natural spring
- Replaced broken hydrant on Merrell Rd
- Repaired broken water Main line Flint Ct
- Worked to increase Tank 3 fill time through system valving
- Cleaned around multiple Fire Hydrants throughout the District
- Cleaned up down debris around Tank 3
- Installed Flume device on PO meter
- Removed winterizing sign and installed Conservation sign at MLP
- Repaired Altitude Valve vault sump pump at Tank 4
- Serviced LS 11 generator (oil, filters, inspection, etc.)

Meter Related Services	Total
Check/repair meter	1
Install water meter	0
Monthly Meter Restrictions	0
Meter change outs	1
Read tenant out	3
Re-Read	34
Turn off meter	2
Turn on meter	3
Test meter	2
Total Distribution Issues	46

Active Water Accounts:3251

Billed Consumption 2020		Gallons
Residential		5690620
Commercial		274860
Billed Consumption 2019		Gallons
Residential		4218472
Commercial		416500

Construction and Maintenance

Description	Water	Sewer
Main line leaks	1	0
Main line break	0	0
Service leaks	0	0
Service breaks	0	0
Fire Hydrant replaced/repaired	1	0
Totals Per Service	2	0

Maintenance

- General yard maintenance around the District amenities (mow, weed eat, trash, debris removal, limb trees ETC)
- Cleaned around dumpster area and hauled cardboard to Moore Brothers
- Continued Maintenance shop clean up and tool room organization
- Adjusted power head on the Maintenance Shop Bay 2 rollup door
- Installed temporary fencing around the Park Playground for COVID-19
- Installed COVID-19 sign around District amenities
- Installed locks on Park garbage cans (trash bags were being stolen)
- Installed new door sweeps on Park Snack Shack
- Replaced PRV and Toilet flush valves at the Fire House
- Ran standby generators at BCTP, 2G, Tank 2 and STP
- Truck 7 – Replaced fuel pressure sensor; Replaced dipstick tube
- Truck 787 – Inspected for pump test; Took to Hi-Tech in Oakdale for pump testing
- Truck 788 – Inspected for pump test; Took to Hi-Tech in Oakdale for pump testing
- Truck 9 – Recommissioned as a back-up vehicle
- Truck 18 – Installed front bumper mount winch
- Truck 10 – Replaced brake light switch
- Truck 6 – Serviced; Replaced front brake pads; Rotated tires
- Truck 25 – Began diagnosing radio display screen issue
- Truck 17 – Performed exhaust cleaning
- Truck 15 – Cleaned spark plug
- Cleaned carburetor on small Honda Trash Pump
- Repaired flat tire on Backhoe

Projects/Contract Work

- Vegetation removal
 - District Corp Yard by CAL-FIRE (Baseline)
- All Secure Locks & Safe
 - continued rekeying all District Locks
- Opacity Test
 - Truck 7
 - Truck 10
 - Truck 17
 - Flush Truck
 - Vac-Truck
 - Dump Truck
- Annual HVAC service at all District amenities
- Annual Fire Extinguisher Testing

After Hour Calls

- Staff had 2 after hour calls: Both water related all resolved

Workplace Safety and Training

Weekly Safety Meetings and Training

- Daily Tailgate Meetings
- Weekly Safety Meetings
- All Staff Meeting – Corona Virus Discussion
- GIS Data Dictionary creation meeting – Luis, Adam, Andrew, Zachary

**REGULAR MEETING OF THE BOARD OF
DIRECTORS GROVELAND COMMUNITY SERVICES
DISTRICT GROVELAND, CALIFORNIA**

**April 14, 2020
10:00 a.m.**

The Board of Directors of Groveland Community Services District met via zoom in special session on the above mentioned date with Directors Janice Kwiatkowski, President, Nancy Mora, Vice President, Robert Swan, John Armstrong, and Spencer Edwards being present. Also present was Administrative Services Manager Jennifer Flores, Administrative Services Technician II Rachel Pearlman, Operations Manager Luis Melchor, and General Manager Pete Kampa.

Call to Order

Director Kwiatkowski called the meeting to order at 10:03am.

Approve Order of Agenda

Motion

Director Armstrong moved, seconded by Director Edwards and the motion passed unanimously to approve the order of the agenda by roll call.

Public Comment

A member of CSDA updated the Board regarding Federal Assistance and CSDA highlights pertaining to COVID-19.

Information Items

Brief reports may be provided by District staff and/or Board members as information on matters of general interest. No action will be taken by the Board during Reports, however items discussed may be recommended for discussion and action on a future agenda. Public comments will be taken after each report is provided.

A. Staff Reports

- i. Fire Department Report
- ii. General Manager's Report
- iii. Operations Manager's Report
- iv. Administrative Services Manager's Report

Consent Calendar

Consent Calendar items are considered routine and will be acted upon by one motion. There will be no separate discussion on these items unless a member of the Board, Staff or a member of the Public requests specific items be set aside for separate discussion.

- A. Approve Minutes from the March 10, 2020 Regular Meeting
- B. Approve Minutes from the March 31, 2020 Special Meeting
- C. Accept March 2020 Payables
- D. Waive Reading of Ordinances and Resolutions Except by Title
- E. Adoption of a Resolution Awarding a Contract to Hessler Construction for the 2020 Building Repairs Project
- F. Adoption of a Resolution Awarding a Contract to Crook Logging for the Jones Hill Fuel Break Project
- G. Adoption of a Resolution Awarding Contracts to Moyle Excavation, Njrich & Sons, Inc, (SMCI) Sierra Mountain Construction Inc, Ken's Asphalt and Hessler Construction Co. to

Provide On Call Emergency, Small Capital Improvement and Maintenance Services

Motion

Director Armstrong moved, seconded by Director Mora and the motion passed unanimously to approve the consent calendar by roll call.

Old Business

(Items tabled or carried forward from a previous meeting to be considered on this agenda. The Board of Directors intends to consider each of the following items and may take action at this meeting. Public comment is allowed on each individual agenda item listed below, and such comment will be considered in advance of each Board action)

A. Public Hearing

- i. The District will Conduct a Public Hearing to Receive Public Comments and Input on the Amendments to Sewer Ordinance 1-2010 Article VII -Service Charges, Section 7.01 (e) Special Flat Rate for Significant Landscape Irrigation, to Modify the Method for Calculating Average Estimated Sewer Usage Charges

Director Kwiatkowski opened the public hearing at 10:40am.

No public comment received.

Director Kwiatkowski closed the public hearing at 10:40am.

- ii. Adoption of a Resolution Approving Amendments to Sewer Ordinance 1-2010 Article VII -Service Charges, Section 7.01 (e) Special Flat Rate for Significant Landscape Irrigation, to Modify the Method for Calculating Average Estimated Sewer Usage Charges

Motion

Director Swan moved, seconded by Director Armstrong and the motion passed unanimously to approve Amendments to Sewer Ordinance 1-2010 Article VII -Service Charges, Section 7.01 (e) Special Flat Rate for Significant Landscape Irrigation, to Modify the Method for Calculating Average Estimated Sewer Usage Charges by roll call.

Discussion and Action Items

The Board of Directors intends to consider each of the following items and may take action at this meeting. Public comment is allowed on each individual agenda item listed below, and such comment will be considered in advance of each Board action.

- A. Adoption of a Resolution Approving a Policy for Employee's Working Remotely

Motion

Director Edwards moved, seconded by Director Kwiatkowski and the motion passed unanimously to approve Resolution 14-2020 a Policy for Employee's Working Remotely by roll call.

- B. Adoption of a Resolution Approving a Modified Family Medical Leave Act Policy that Mirrors Current Federal Requirements Due to COVID-19.

Motion

Director Swan moved, seconded by Director Mora and the motion passed unanimously to approve Resolution 15-2020 a Modified Family Medical Leave Act Policy that Mirrors Current Federal Requirements Due to COVID-19 by roll call.

C. Discussion of Establishing Minimum Staffing Levels Needed to Carry Out the Essential Functions of Providing Services to the Public

Motion

Director Edwards moved, seconded by Director Swan and the motion passed unanimously to direct staff to identify scenarios based on a mild, moderate, and extreme situation and to plan accordingly.

The Board convened into recess at 11:07am.

The Board reconvened at 11:13am.

D. Adoption of a Resolution Offering for Donation a 2.6 Acre Portion of District Property to the County of Tuolumne for the Purpose of the Groveland Community Resilience Center

Motion

Director Kwiatkowski moved, seconded by Director Armstrong and the motion passed unanimously to adopt a Resolution Offering for Donation a 2.6 Acre Portion of District Property to the County of Tuolumne for the Purpose of the Groveland Community Resilience Center by roll call.

Director Mora left the Meeting at 11:26am.

E. Adoption of a Resolution Approving an Annexation Agreement for the Parcels Contained within the Airport Estates Subdivision

Motion

Director Edwards moved, seconded by Director Swan and the motion passed to adopt a Resolution Approving an Annexation Agreement for the Parcels Contained within the Airport Estates Subdivision by roll call.

Ayes: Directors Kwiatkowski, Armstrong, Swan and Edwards

Absent: Director Mora

Director Mora returned to the meeting at 11:29am.

F. Consideration of GCSD Activating its Latent Powers Related to the Provision of Broadband Internet Services in the Groveland Area

Motion

Director Kwiatkowski moved, seconded by Director Armstrong and the motion passed unanimously to direct GCSD Management to research broadband internet services and to investigate a grant for funding to replace internet backhaul for the Groveland area by roll call.

Adjournment

Meeting adjourned at 11:51am.

APPROVED:

Janice Kwiatkowski, President

ATTEST:

Jennifer L. Flores, Board Secretary

DRAFT

**SPECIAL MEETING OF THE BOARD OF
DIRECTORS GROVELAND COMMUNITY SERVICES
DISTRICT GROVELAND, CALIFORNIA**

**April 28, 2020
2:00 p.m.**

The Board of Directors of Groveland Community Services District met via zoom in special session on the above mentioned date with Directors Janice Kwiatkowski, President, Nancy Mora, Vice President, Robert Swan, John Armstrong, and Spencer Edwards being present. Also present was Administrative Services Technician II Rachel Pearlman, and General Manager Pete Kampa.

Call to Order

Director Kwiatkowski called the meeting to order at 2:05pm.

Public Comment

A member of the public stated she was glad the District was using Zoom to conduct meetings.

Discussion and Action Items

The Board of Directors intends to consider each of the following items and may take action at this meeting. Public comment is allowed on each individual agenda item listed below, and such comment will be considered in advance of each Board action.

- A. Review and Discussion of the 2020 Fire Master Plan Update prepared by City Gate Associates
- B. Presentation of 3rd Quarter Financial Statements
- C. Status Update on Current District Projects

Adjournment

Motion

Director Armstrong moved, seconded by Director Edwards, and the motion passed unanimously to adjourn the meeting by roll call at 4:25pm.

APPROVED:

Janice Kwiatkowski, President

ATTEST:

Jennifer L. Flores, Board Secretary

**SPECIAL MEETING OF THE BOARD OF
DIRECTORS GROVELAND COMMUNITY SERVICES
DISTRICT GROVELAND, CALIFORNIA**

**May 5, 2020
10:00 a.m.**

The Board of Directors of Groveland Community Services District met via zoom in special session on the above mentioned date with Directors Janice Kwiatkowski, President, Nancy Mora, Vice President, Robert Swan, John Armstrong, and Spencer Edwards being present. Also present was Administrative Services Manager Jennifer Flores, Administrative Services Technician II Rachel Pearlman, and General Manager Pete Kampa.

Call to Order

Director Kwiatkowski called the meeting to order at 10:00am.

Public Comment

None.

Discussion and Action Items

The Board of Directors intends to consider each of the following items and may take action at this meeting. Public comment is allowed on each individual agenda item listed below, and such comment will be considered in advance of each Board action.

- A. Adoption of a Resolution Approving a Subrecipient Agreement with the County of Tuolumne for Funding Through the State Community Development Block Grant Program for the Downtown Groveland/Big Oak Flat Water Distribution System Improvements

Motion

Director Kwiatkowski moved, seconded by Director Armstrong and the motion passed unanimously to approve a Subrecipient Agreement with the County of Tuolumne for Funding Through the State Community Development Block Grant Program for the Downtown Groveland/Big Oak Flat Water Distribution System Improvements by roll call.

Adjournment

Meeting adjourned at 10:24am.

APPROVED:

Janice Kwiatkowski, President

ATTEST:

Jennifer L. Flores, Board Secretary



ACCOUNTS PAYABLE CHECK LISTING

April, 2020
Fiscal Year 19/20
Board Approval Date _____

Accounts Payable Checks



User: dpercoco
Printed: 5/5/2020 2:29:49 PM

Check N	Vendor N	Vendor Name	Check Dat	Committe	Description	Amount
115751	OE3	Operating Engineers Local #3	4/30/2020	True	PR Batch 00003.04.2020 Oper Engin Union Dues	\$336.05
902128	CAL09	CalPers 457 Plan Administrator	4/30/2020	True	PR Batch 00003.04.2020 CalPers Def Comp	\$1,000.00
902129	DCSS	Dept of Child Support Services	4/30/2020	True	PR Batch 00003.04.2020 Wage Garnish Child Support	\$205.03
902130	EDD01	EDD - Electronic	4/30/2020	True	PR Batch 00003.04.2020 State Income Tax	\$1,838.23
902131	FedEFTPS	Federal EFTPS	4/30/2020	True	PR Batch 00003.04.2020 FICA Employer Portion	\$11,889.72
902132	PER01	Pers - Electronic	4/30/2020	True	PR Batch 00003.04.2020 2nd Tier PERS	\$7,503.30
902133	TD 457	TD Ameritrade Trust Co.	4/30/2020	True	PR Batch 00003.04.2020 457 Deferred Compensation	\$980.00
18885	am01	AM Consulting Engineers, Inc.	4/23/2020	True	Road Maintenance project Engineering fees	\$15,785.00
18891	AQU01	Aqua Labs	4/23/2020	True	050 Water Tests	\$3,665.00
18892	aqu5	Aqua Sierra Controls Inc.	4/23/2020	True	Radio troubleshooting at BC & Tank 5	\$6,865.20
18893	ATT02	AT&T	4/23/2020	True	Monthly Cal Net phone service	\$442.18
18894	BRE01	Breshears, W. H.	4/23/2020	True	Fuel & Oil	\$1,077.64
18895	BOA01	CA Dept of Tax/Fee Administration	4/23/2020	True	Diesel Fuel Taxes	\$402.00
18896	BOA01	CA Dept of Tax/Fee Administration	4/23/2020	True	Sales tax- North Shore for SCBA compressor purchase	\$3,127.00
18897	cal14	California Dept of Forestry-Baseline	4/23/2020	True	Brush removal around Big Creek/STP/Admin office-March 1 to Apr 6	\$3,368.70
18898	Com04	Comphel Heating & Air Conditioning, Inc.	4/23/2020	True	Annual service on AC on 7 units & Filters	\$617.51
18899	DEP09	Department of Forestry & Fire Protection	4/23/2020	True	Jan-Mar, 2020 CALFire Contract	\$437,354.31
18900	DMV03	DMV Renewal	4/23/2020	True	Permanent Trailer DMV fee	\$10.00
18901	UB*02585	Edner, C	4/23/2020	True	Refund Check	\$268.91
18902	Fas02	Fastenal	4/23/2020	True	2 ea. Full face Respirator	\$546.94
18903	flo01	Flores, Jennifer	4/23/2020	True	3/19-4/18/2020 Remote Work Stipend	\$100.00
18904	UB*02580	Gaul, Patricia	4/23/2020	True	Refund Check	\$170.94
18905	GEN01	General Plumbing Supply	4/23/2020	True	Parts for Flush Truck	\$43.05
18906	HAM02	Hammond Ford	4/23/2020	True	Dipstick, Dipstick tube for Truck #7 and Truck #17	\$87.41
18907	JSW02	J.S. West Propane Gas	4/23/2020	True	Propane	\$1,215.89
18908	Kam02	Kampa, Peter	4/23/2020	True	3/19-4/18/2020 Remote Work Stipend	\$100.00
18909	UB*02583	LAWFER, DAVID	4/23/2020	True	Refund Check	\$29.36
18910	UB*02582	LLC, Temyo	4/23/2020	True	Refund Check	\$152.97
18911	AR-Mid	Mid Valley Aviation	4/23/2020	True	AR Refund	\$423.50
18912	neu01	Neumiller & Beardslee	4/23/2020	True	Legal Services	\$2,792.50
18913	Pea01	Pearlman, Rachel	4/23/2020	True	3/19-4/18/2020 Remote Work Stipend	\$100.00
18914	per06	Percoco, Debra	4/23/2020	True	Reimburse for Medicare insurance for Ron/Deb Percoco 5/1-7/31/20	\$867.60
18915	R&B	R & B Company	4/23/2020	True	1 ea. 3" Gate Valve for Ball Field irrigation	\$601.01

Check N	Vendor N	Vendor Name	Check Dat	Committe	Description	Amount
18916	Ron01	Roni Lynn	4/23/2020	True	Social Media Management	\$2,500.00
18917	Ross	Ross' Ladder Service	4/23/2020	True	2020 Annual gound ladder service testing	\$381.00
18918	Safety-K	Safety-Kleen Systems	4/23/2020	True	Maintenance on Parts Washer	\$481.16
18919	Sol01	Solenis LLC	4/23/2020	True	1350 lbs. Polymer for WWTP	\$2,697.83
18920	Sta15	Staples Credit Plan	4/23/2020	True	Office Supplies	\$851.74
18921	UB*02584	Thomas, Terri	4/23/2020	True	Refund Check	\$5.50
18922	UB*02581	Thompson, Jeff	4/23/2020	True	Refund Check	\$102.04
18923	Van01	VanDyk, Renee	4/23/2020	True	3/19-4/18/2020 Remote Work Stipend	\$100.00
18924	Ver03	Verizon Wireless 7706	4/23/2020	True	Monthly Auto Dialers	\$175.79
18925	Wells	Wells Fargo Bank, N.A.	4/23/2020	True	Monthly Lease on Admin Copier	\$359.29
18926	Wood01	Wood Rodgers, Inc.	4/23/2020	True	Water/Wastewater Master Plan through 3/31/20	\$8,512.75
115750	OE3	Operating Engineers Local #3	4/15/2020	True	PR Batch 00002.04.2020 Oper Engin Union Dues	\$336.05
902122	CAL09	CalPers 457 Plan Administrator	4/15/2020	True	PR Batch 00002.04.2020 CalPers Def Comp	\$1,000.00
902123	DCSS	Dept of Child Support Services	4/15/2020	True	PR Batch 00002.04.2020 Wage Garnish Child Support	\$205.03
902124	EDD01	EDD - Electronic	4/15/2020	True	PR Batch 00002.04.2020 State Income Tax	\$1,887.71
902125	FedEFTPS	Federal EFTPS	4/15/2020	True	PR Batch 00002.04.2020 Federal Income Tax	\$12,406.65
902126	PER01	Pers - Electronic	4/15/2020	True	PR Batch 00002.04.2020 PERS Employee Deduct	\$7,420.89
902127	TD 457	TD Ameritrade Trust Co.	4/15/2020	True	PR Batch 00002.04.2020 457 Deferred Compensation	\$980.00
18828	BLU01	Anthem Blue Cross	4/10/2020	True	Monthly Group Health Ins.	\$20,418.23
18829	AQU01	Aqua Labs	4/10/2020	True	060 Sewer Tests	\$7,805.00
18830	aqu5	Aqua Sierra Controls Inc.	4/10/2020	True	IT Services	\$8,415.60
18831	Ben01	Bendix Electric, Inc.	4/10/2020	True	Lift Station 112 Power Pole, weather head/wire replacement-Snow	\$7,589.00
18832	BRE01	Breshears, W. H.	4/10/2020	True	Fuel & Oil	\$1,966.40
18833	CAR06	Carbon Copy Inc.	4/10/2020	True	Monthly Copier Usage	\$46.52
18834	CIT01	Citygate Associates, LLC	4/10/2020	True	Report thru 3/31/20 for District Fire Master Plan	\$958.07
18835	COL03	Columbia Communications	4/10/2020	True	2 ea. Motorola Radio for Operations	\$1,034.48
18836	Con06	Conifer Communications	4/10/2020	True	Internet Service-Quarterly	\$99.90
18837	C-S	C-S Mobile Smoke Test	4/10/2020	True	6 ea. smoke tests on diesel vehicles	\$375.00
18838	Datapro	Dataprose LLC Attn AR	4/10/2020	True	Monthly UB Statement Processing	\$1,898.85
18839	Dav04	Dave Wong Window Tinting	4/10/2020	True	Winch set up for Truck #18	\$3,748.31
18840	Die01	Diehl, Rod	4/10/2020	True	Quarterly Service FD	\$175.00
18841	DIS01	Dish Network	4/10/2020	True	Satellite TV for FD	\$62.55
18842	DRU01	Drugtech Toxicology Services, LLC	4/10/2020	True	Consortium DOT Tests	\$76.00
18843	EDIS01	E.D.I.S.	4/10/2020	True	May EDIS statement	\$1,266.48
18844	Fas02	Fastenal	4/10/2020	True	150 Trash bags, 96 rolls Toilet Paper	\$903.85
18845	Ferg01	Ferguson Enterprises Inc. #1423	4/10/2020	True	Restock Sch 80 PVC parts	\$151.11
18846	GCS02	GCS D	4/10/2020	True	District Water Bill	\$2,464.66
18847	GCS01	GCS D Petty Cash	4/10/2020	True	Bank Fees	\$127.80
18848	GEN01	General Plumbing Supply	4/10/2020	True	Thermoplastic nozzle, brass hose adapter	\$457.96
18849	GEN02	General Supply Co	4/10/2020	True	Parts for Wastewater repairs	\$1,112.57
18850	gilb01	Gilbert Associates, Inc.	4/10/2020	True	CPA Services	\$3,100.00
18851	UB*02437	Glajchen, Deon	4/10/2020	True	Refund Check	\$130.09
18852	Gre05	GreatAmerica Financial Services	4/10/2020	True	Monthly Avaya Phone System Lease	\$186.36

Check N	Vendor N	Vendor Name	Check Dat	Committe	Description	Amount
18853	HAM02	Hammond Ford	4/10/2020	True	Parts for Truck #7	\$110.34
18854	UB*02579	Hurd, Randall & Kerry	4/10/2020	True	Refund Check	\$55.18
18855	ind04	Industrial Electrical Co.	4/10/2020	True	Big Creek Booster pump & Motor Saver inspection test	\$840.00
18856	KC Auto	KC Auto Parts	4/10/2020	True	Tubing/connector for shop	\$38.51
18857	KC01	KC Courier, LLC	4/10/2020	True	Monthly Courier Service	\$372.38
18858	UB*02576	Maston, William	4/10/2020	True	Refund Check	\$238.19
18859	MIK01	Mike's Mowers	4/10/2020	True	Chainsaw repairs	\$111.41
18860	MOO01	Moore Bros. Scavenger Co., Inc.	4/10/2020	True	Garbage Service	\$494.40
18861	Moo06	Moore Ranch Trucking	4/10/2020	True	One load of cutback, load of fill sand, load of 3/4" road base	\$3,521.02
18862	UB*02575	Morrow, Jeffrey	4/10/2020	True	Refund Check	\$7.42
18863	MOT03	Mother Lode Answering Service	4/10/2020	True	Monthly Call Forward/Paging	\$204.00
18864	MOU03	Mountain Oasis Water Systems	4/10/2020	True	Bottled Water	\$107.00
18865	UB*02573	Murphy, Larry	4/10/2020	True	Refund Check	\$77.56
18866	Nat06	Nationwide Long Distance Service, Inc.	4/10/2020	True	Monthly Long Distance Fee	\$9.51
18867	neu01	Neumiller & Beardslee	4/10/2020	True	Legal Services	\$6,325.00
18868	Oreil	O'Reilly Auto Parts	4/10/2020	True	Auto parts	\$149.02
18869	per04	Percoco, Ronald	4/10/2020	True	Monthly Uniform Laundering	\$1,870.00
18870	PGE01	PG&E	4/10/2020	True	Monthly Electric Charges	\$709.87
18871	pml01	PML Hardware & Supply Inc.	4/10/2020	True	March Hardware supplies	\$979.82
18872	SUE01	Ray Sues Insurance & Invst	4/10/2020	True	Retired Members Medical	\$4,883.92
18873	UB*02577	Rudiger, Carl & Jeanne	4/10/2020	True	Refund Check	\$160.42
18874	SFPUC	San Francisco Public Utilities Commission	4/10/2020	True	Monthly Water Purchase	\$10,909.92
18875	UB*02574	Schramm, William	4/10/2020	True	Refund Check	\$34.32
18876	SDR01	SDRMA	4/10/2020	True	Contractor Equipment added	\$651.14
18877	son14	Sonora Lumber Co.	4/10/2020	True	Tool Room shelving material	\$518.42
18878	Sprbrk	Springbrook Software LLC	4/10/2020	True	Monthly C/C Web Pmt Fees	\$1,219.45
18879	Stream	Streamline	4/10/2020	True	Quarterly Web Maintenance	\$600.00
18880	syn01	Synagro WWT, Inc.	4/10/2020	True	Biosolids application 56.71 tons	\$3,923.76
18881	Tay02	Taylor Houseman, Inc.	4/10/2020	True	Washer & Dryer for Uniforms	\$19,182.56
18882	telo1	Telstar Instruments, Inc.	4/10/2020	True	Lift Station #11 Radio Repair	\$2,330.00
18883	TUO01	Tuo. Co. Public Power Agency	4/10/2020	True	Public Power Purchase	\$10,284.00
18884	UMP01	UMPQUA Bank	4/10/2020	True	Credit Card Charges	\$7,762.44
18886	UNI01	Union Democrat	4/10/2020	True	Sewer Ordinance Public Notice	\$85.50
18887	UNI05	Univar Usa Inc.	4/10/2020	True	2 drums of Calcium Hypochlorite	\$1,343.99
18888	ups9	UPS	4/10/2020	True	Chlorine pump to Prominent Fluids	\$56.06
18889	Ver02	Verizon Wireless 5298	4/10/2020	True	Monthly Cell Phone	\$665.16
18890	UB*02578	Zagaris, Steven & Lena	4/10/2020	True	Refund Check	\$114.97
115747	Rabo02	Mechanics Bank	4/2/2020	True	Debra Lucas Apr-Jun 2020 HSA	\$712.50
115748	MOT05	Oak Valley Community Bank	4/2/2020	True	Steve Williamson Apr-Jun 2020 HSA	\$712.50
115749	OE3	Operating Engineers Local #3	4/2/2020	True	PR Batch 00001.04.2020 Oper Engin Union Dues	\$336.05
902116	CAL09	CalPers 457 Plan Administrator	4/2/2020	True	PR Batch 00001.04.2020 CalPers Def Comp	\$1,000.00
902117	DCSS	Dept of Child Support Services	4/2/2020	True	PR Batch 00001.04.2020 Wage Garnish Child Support	\$205.03
902118	EDD01	EDD - Electronic	4/2/2020	True	PR Batch 00001.04.2020 State Income Tax	\$1,827.83

Check N	Vendor N	Vendor Name	Check Dat	Committe	Description	Amount
902119	FedEFTPS	Federal EFTPS	4/2/2020	True	PR Batch 00001.04.2020 Medicare Emple Portion	\$11,748.79
902120	PER01	Pers - Electronic	4/2/2020	True	PR Batch 00001.04.2020 PERS Employee Deduct PR	\$8,669.55
902121	TD 457	TD Ameritrade Trust Co.	4/2/2020	True	Batch 00001.04.2020 457 Deferred Compensation DD Payroll	\$980.00 \$98,740.13
					Total	\$814,731.80

TO: GCSB Board of Directors

FROM: Peter Kampa, General Manager

DATE: May 12, 2020

SUBJECT: Agenda Item 4E: Adoption of a Resolution Awarding a Contract to R&R Mountain Enterprises to Provide On Call Emergency, Small Capital Improvement and Maintenance Services

RECOMMENDED ACTION

Staff recommends the following action:

I Move to Approve Resolution

BACKGROUND

At its January 2020 meeting, the Board of Directors reviewed and approved a Request for Qualifications (RFQ) for qualified contractors to enter into an agreement for on-call construction and maintenance services to supplement the District's own crew. We are seeking contractors adequately licensed and registered, and capable of providing experienced, knowledgeable, and professional staff, who will be responsive and maintain a good working relationship with the residents, businesses, and the public of Groveland and Big Oak Flat. All work will be performed in accordance with all District standards as well as any applicable environmental health and safety laws, codes, and regulations.

Six contractors submitted qualifications and were determined to be experienced and qualified in the types of work planned. One of the contractors had allowed their Department of Industrial Relations (DIR) registration to expire in 2019, however he has since re-registered with the Department of Industrial and his registration is current. Staff proposes to enter into contract with the contractors who will be called upon based on the project and availability.

ATTACHMENTS:

Resolution 23-2020

FINANCIAL IMPACT:

None

RESOLUTION 23-2020

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT AWARDING A CONTRACT TO R&R MOUNTAIN ENTERPRISES TO PROVIDE ON CALL EMERGENCY, SMALL CAPITAL IMPROVEMENT AND MAINTENANCE SERVICES

WHEREAS, the Groveland Community Services District (herein referred to as District) is a local government agency formed and operating in accordance with Section §61000 et seq. of the California Government Code; and

WHEREAS, the District is in need of contractors for certain emergency work, Small Capital Improvement and Maintenance Services; and

WHEREAS, the Request for Qualification (RFQ) was sent to the District's list of interested contractors on January 31, 2020. Qualifications from interested contractors were received on March 3, 2020; and

WHEREAS, the District received qualifications from one (1) contractor that had allowed their Department of Industrial Relations (DIR) to expire in 2019; and

WHEREAS, the contractor has since re-registered with the Department of Industrial Relations (DIR) and has current Registration; and

WHEREAS, the District received qualifications from R&R Mountain Enterprises determined by the District to be qualified and meeting all the Districts specifications for Emergency Work, Small Capital Improvement and Maintenance Services.

NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT DOES HEREBY Adopt of a Resolution Awarding a Contract to R&R Mountain Enterprises to Provide On Call Emergency, Small Capital Improvement and Maintenance Services.

WHEREFORE, this Resolution is passed and adopted by the Board of Directors of the Groveland Community Services District on May 12, 2020, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

ATTEST:

Jennifer L. Flores, Secretary

Janice Kwiatkowski, President - Board of Directors

CERTIFICATE OF SECRETARY

I, Jennifer Flores, the duly appointed and acting Secretary of the Board of Directors of the Groveland Community Services District, do hereby declare that the foregoing Resolution was duly passed and adopted at a Regular Meeting of the Board of Directors of the Groveland Community Services District, duly called and held on May 12, 2020.

DATED: _____



BOARD MEETING AGENDA SUBMITTAL

TO: GCSB Board of Directors

FROM: Peter Kampa, General Manager

DATE: May 12, 2020

SUBJECT: Agenda Item 6A: Adoption of a Resolution Approving and Accepting the Updated Groveland Fire Master Plan Update Prepared by Citygate Associates

RECOMMENDED ACTION:

Staff recommends the following action:
I Move to Adopt Resolution 24-2020 Approving and Accepting the Updated Groveland Fire Master Plan Update Prepared by Citygate Associates.

BACKGROUND:

In 2019, the District hired Citygate Associates to complete an update to the District’s Fire Department Master Plan. Citygate has worked diligently with District staff, the Board Ad Hoc Committee, and CAL FIRE staff including Chief Murphy; and has completed a very comprehensive report that should be broadly distributed throughout the community.

Due to the very detailed findings and important recommendations contained in the Master Plan report, a Resolution has been prepared to formally approve and adopt the report, and also set the stage for the adoption of Fire department response standards and recommendations contained in the report.

ATTACHMENTS:

Resolution 24-2020
Groveland CSD Fire Master Plan Final Draft

FINANCIAL IMPACT:

None

RESOLUTION 24-2020

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT APPROVING AND ACCEPTING THE UPDATED GROVELAND FIRE MASTER PLAN UPDATE PREPARED BY CITYGATE ASSOCIATES

WHEREAS, the Groveland Community Services District (herein referred to as District) is a local government agency formed and operating in accordance with Section §61000 et seq. of the California Government Code; and

WHEREAS, the District is authorized and responsible to provide fire protection services, rescue services, hazardous material emergency response services, and ambulance services in the same manner as a fire protection district, formed pursuant to the Fire Protection District Law, Part 2.7 (commencing with Section 13800) of Division 12 of the Health and Safety Code; and

WHEREAS, the District completed its first Fire Services Master Plan in 2007 as the result of development pressures in the community and to identify the level of services provided compared to industry and District standards; and

WHEREAS, since 2007 the planned developments did not materialize and the District staffed Fire Department was transitioned to a Schedule A contract with CAL FIRE; and

WHEREAS, the Board of Directors desired to update the 2007 Fire Department Master Plan and in 2019 entered into agreement with Citygate Associates for such services; and

WHEREAS, Citygate has completed its GCSD Fire Department Master Plan Final Report which has been reviewed and determined complete and acceptable by an Ad Hoc Committee of the Board and was further reviewed by the full Board of Directors in a Special Board Meeting held April 28, 2020.

NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT DOES HEREBY Approve and Accept the Updated Groveland Fire Master Plan Update Prepared by Citygate Associates effective this date, and extend the sincere appreciation of the community on behalf of this Board to Citygate for the excellent report.

BE IT FURTHER RESOLVED that the Board of Directors intends to publicly consider action on the fire and emergency response service standards and recommendations contained in the Master Plan report at its June 9, 2020 Regular Board meeting.

WHEREFORE, this Resolution is passed and adopted by the Board of Directors of the Groveland Community Services District on May 12, 2020, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Jennifer L. Flores, Secretary

Janice Kwiatkowski, President - Board of Directors

CERTIFICATE OF SECRETARY

I, Jennifer Flores, the duly appointed and acting Secretary of the Board of Directors of the Groveland Community Services District, do hereby declare that the foregoing Resolution was duly passed and adopted at a Regular Meeting of the Board of Directors of the Groveland Community Services District, duly called and held on May 12, 2020.

DATED: _____



2020 FIRE MASTER PLAN
UPDATE

GROVELAND COMMUNITY
SERVICES DISTRICT

APRIL 30, 2020

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TABLE OF CONTENTS

<u>Section</u>	<u>Page</u>
Executive Summary.....	1
Policy Choices Framework.....	1
Overall Summary of District Fire Department Deployment.....	1
Challenge #1—Fiscal Sustainability.....	3
Challenge #2—Daily Staffing Capacity	7
Findings and Recommendations.....	9
Recommended Next Steps.....	13
Section 1—Introduction and Background.....	15
1.1 Report Organization.....	15
1.2 Goals of the Fire Master Plan Update	15
1.3 Limitations of the Update.....	15
1.4 Fire Master Plan Update Approach and Methodology.....	16
1.4.1 Fire Master Plan Update Approach and Research Methods.....	16
1.4.2 Project Scope of Work.....	16
1.5 2007 Fire Master Plan Review and Status.....	17
1.5.1 Deployment.....	18
1.5.2 Administrative	19
1.5.3 Fiscal.....	23
Section 2—Fire Master Plan Update	25
2.1 Groveland Community Services District.....	25
2.1.1 Description.....	25
2.1.2 Authority, Governance, and Organization	25
2.1.3 Future Growth.....	26
2.2 Risk Assessment.....	28
2.2.1 Risk Assessment Methodology.....	28
2.2.2 Risk Assessment Summary.....	29
2.2.3 Values to be Protected	30
2.2.4 Hazard Identification	33
2.2.5 Probability of Occurrence	35
2.2.6 Impact Severity.....	36
2.2.7 Overall Risk.....	37
2.2.8 Building Fire Risk.....	38
2.2.9 Vegetation/Wildland Fire Risk	41
2.2.10 Medical Emergency Risk.....	46
2.2.11 Hazardous Material Risk.....	48
2.2.12 Technical Rescue Risk.....	50
2.3 District Fire Department.....	52
2.3.1 Overview.....	52
2.3.2 Organization.....	52
2.3.3 Service Capacity	53
2.3.4 Current Deployment.....	55
2.4 Outcome Goals.....	58
2.5 Critical Task Time Measures—What Must Be Done over What Time Frame to Achieve the Expected Outcome?.....	61

Groveland Community Services District

2020 Fire Master Plan Update

2.5.1 Critical Firefighting Tasks61

2.5.2 Critical Medical Emergency Tasks63

2.5.3 Critical Task Analysis and Effective Response Force Size.....63

2.6 Distribution and Concentration—How the Location of First-Due and ERF Resources Affects
Emergency Incident Outcomes64

2.6.1 Deployment Coverage Baselines65

2.7 Service Demand66

2.7.1 Simultaneous Incident Activity.....70

2.7.2 Mutual Aid.....71

2.7.3 Future Service Demand.....72

2.8 Operational Response Performance73

2.9 Overall Deployment Evaluation.....73

2.10 Fiscal Review79

2.10.1 Fire Service Costs79

2.10.2 Long-Term Funding Needs.....86

2.10.3 Potential Supplemental Funding Strategies.....88

2.10.4 Fiscal Review Summary90

Section 3—Next Steps.....93

Appendix A—Map Atlas.....95

Table of Tables

Table 1—90th Percentile Response Performance (From Table 35)2

Table 2—Projected Fire Service Costs – FY 2020–21 through FY 2024–25 (From Table 46)4

Table 3—Projected Fire Service Costs – FY 2025–26 through FY 2029–30 (From Table 47)5

Table 4—Incident Response Summary – 2016–2018 (From Table 34)6

Table 5—Estimated Optimal Staffing Level Costs (FY 2020–21 through FY 2024–25) (From Table 36)8

Table 6—Estimated Optimal Staffing Level Costs (FY 2025–26 through FY 2029–30) (From Table 37)8

Table 7—Overall Risk by Hazard30

Table 8—Key Demographic Data – Groveland/Big Oak Flat31

Table 9—Critical Facilities – Groveland Community Services District.....33

Table 10—2018 Tuolumne County MJHMP Hazard Probability and Severity34

Table 11—Probability of Occurrence Scoring Criteria36

Table 12—Impact Severity Scoring Criteria37

Table 13—Overall Risk Score and Rating38

Table 14—Building Fire Service Demand41

Table 15—Building Fire Risk Scoring41

Table 16—Significant Wildland Fires in Tuolumne County.....44

Table 17—Vegetation/Wildland Fire Service Demand45

Table 18—Vegetation/Wildland Fire Risk Scoring.....45

Table 19—Medical Emergency Service Demand.....47

Table 20—Medical Emergency Risk Scoring48

Table 21—Hazardous Material Service Demand49

Table 22—Hazardous Material Risk Scoring50

Table 23—Technical Rescue Service Demand.....51

Table 24—Technical Rescue Risk Scoring52

Table 25—Department Facilities, Resources, and Staffing55

Table 26—Response Plan by Major Incident Type56



Groveland Community Services District

2020 Fire Master Plan Update

Table 27—Rural Response Time Elements and Performance Goals.....60

Table 28—Critical Building Fire Tasks – 13 Personnel.....62

Table 29—Cardiac Arrest Critical Tasks – 3 Engine Personnel + ALS Ambulance.....63

Table 30—Annual Service Demand by General Incident Category – 2016–201867

Table 31—Service Demand by Incident Type – 2016–2018.....68

Table 32—Simultaneous Incident Activity – 201870

Table 33—Aid Given and Received – 2016–201871

Table 34—Incident Response Summary – 2016–2018.....72

Table 35—90th Percentile Response Performance – 2016–2018.....73

Table 36—Estimated Optimal Staffing Level Costs (FY 2020–21 through FY 2024–25).....75

Table 37—Estimated Optimal Staffing Level Costs (FY 2025–26 through FY 2029–30).....75

Table 38—Recent Fire Fund Revenue History.....79

Table 39—Projected Fire Fund Revenue.....80

Table 40—Recent Fire Fund Expenditure History81

Table 41—Projected Fire Fund Expenditures.....81

Table 42—Fire Fund Revenues to Expenditures82

Table 43—Projected Fire Fund Revenues to Expenditures83

Table 44—Fire Fund End of Fiscal Year Balance.....85

Table 45—Projected Fire Fund Balance.....85

Table 46—Projected Fire Service Costs (FY 2020–21 through FY 2024–25).....87

Table 47—Projected Fire Service Costs (FY 2025–26 through FY 2029–30).....87

Table of Figures

Figure 1—Revenues Compared to Expenditures (From Figure 21)3

Figure 2—Fire Fund Balance (From Figure 22).....4

Figure 3—District Organization Chart26

Figure 4—2018 General Plan Land Use Map.....27

Figure 5—Overall Risk29

Figure 6—CFAI Hazard Categories35

Figure 7—Building Fire Progression Timeline39

Figure 8—Population Density40

Figure 9—SRA Fire Hazard Severity Zones – Tuolumne County43

Figure 10—Survival Rate versus Time to Defibrillation.....46

Figure 11—Department Organization Chart53

Figure 12—Fractile versus Average Response Time Measurements59

Figure 13—Service Demand by Year – 2016–2018.....67

Figure 14—Number of Incidents by Year by General Category – 2016–201868

Figure 15—Service Demand by Month – 2016–2018.....69

Figure 16—Service Demand by Day of Week – 2016–201869

Figure 17—Service Demand by Hour of Day – 2016–201870

Figure 18—Simultaneous Incident Activity – 2016–201871

Figure 19—Fire Fund Revenue by Year.....80

Figure 20—Fire Fund Expenditures by Year.....82

Figure 21—Revenues to Expenditures84

Figure 22—Fire Fund Balance86

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EXECUTIVE SUMMARY

The Groveland Community Services District (District) retained Citygate Associates, LLC (Citygate) to prepare an update to its 2007 Fire Master Plan as a foundation for future fire service planning.

This 2020 Fire Master Plan Update is presented in several parts, including this Executive Summary outlining key challenges, findings, and recommendations; an Introduction and Background section; and the Fire Master Plan Update supported by maps and response performance statistics. Overall, this update includes 26 findings and 6 actionable recommendations.

POLICY CHOICES FRAMEWORK

There are no mandatory federal or state regulations directing the level of fire service staffing, response times, or outcomes. Thus, the level of fire protection services provided is a *local policy decision* and communities have the level of fire services they can afford, which may not always be the level desired. However, if services are provided, all local, state, and federal regulations relating to firefighter and citizen safety must be followed.

OVERALL SUMMARY OF DISTRICT FIRE DEPARTMENT DEPLOYMENT

Pursuant to the comprehensive assessment conducted for this Fire Master Plan Update, Citygate finds that the Groveland Community Services District Fire Department (Department) is well organized to accomplish its mission to serve a rural population across a varied land-use pattern with a minimal career staff and no volunteer firefighters. The Department is using best practices, is data driven, as necessary, and receives good value and benefit from its CAL FIRE Schedule A contract and Amador Plan Agreement, including mutual aid as needed from the CAL FIRE Groveland Station when staffed during the summer fire season.

Simply stated, fire service deployment is about the *speed* and *weight* of the response. *Speed* refers to initial response (first-due) of all-risk intervention resources (e.g., engines, quints, rescues, and/or ambulances) strategically deployed across a jurisdiction for response to emergencies within a time interval to achieve desired outcomes. *Weight* refers to multiple-unit responses (Effective Response Force (ERF) also commonly called a First Alarm) for more serious emergencies such as building fires, multiple-patient medical emergencies, vehicle collisions with extrication required, and technical rescue incidents. In these situations, enough firefighters must be assembled within a reasonable time interval to safely control the emergency and prevent it from escalating into a more serious event.

Desired outcomes are the primary factor in determining needed staffing levels and station locations. For example, in urban/suburban areas, if desired outcomes include limiting building fire

damage to only part of the inside of an affected building and/or minimizing permanent impairment resulting from a medical emergency, then the first-due unit should arrive within a recommended 7:30 minutes from 9-1-1 notification, and a multiple-unit ERF response should arrive within 11:30 minutes of 9-1-1 notification at the fire dispatch center, all at 90 percent or better reliability. For rural population density areas such as Groveland, desired outcomes typically include confining a building fire to the building or parcel of origin and keeping it from spreading into the wildland, preventing significant building damage from a vegetation/wildland fire, and preventing serious impairment or death from a medical emergency to the extent possible. In such cases Citygate recommends a first-due response performance goal of 14:00 minutes or less and an ERF goal of 19:30 minutes or less at 90 percent or better reliability.

Response time includes three distinct components: (1) 9-1-1 call processing/dispatch time; (2) crew turnout time; and (3) travel time. Recommended best practices for these response components for urban population density areas are 1:30 minutes, 2:00 minutes, and 4:00/8:00 minutes respectively for first-due and multiple-unit ERF responses. For rural response areas, they equate to 1:30 minutes, 2:00 minutes, and 10:30/16:00 minutes, respectively. As will be discussed in this report, this slower response performance goal also generally results in less-desirable outcomes including total building fire loss, lower serious emergency medical services (EMS) survivability, and larger wildland fires. Table 1 summarizes the Department’s 90th percentile operational response performance over the previous three years.

Table 1—90th Percentile Response Performance (From Table 35)

Response Performance Component	Best Practice Goal	Groveland CSD
Call Processing/Dispatch	1:30	00:46
Crew Turnout	2:00	4:25
First-Due Travel	10:30	9:51
First-Due Call-to-Arrival	14:00	13:42

Highlights from Table 1 include:

- ◆ Call processing/dispatch performance is *significantly faster* than best practice standards.
- ◆ Crew turnout performance is *more than double* the recommended best practice goal.
- ◆ First-due travel time is *faster* than the recommended 10:30-minute goal for rural areas.

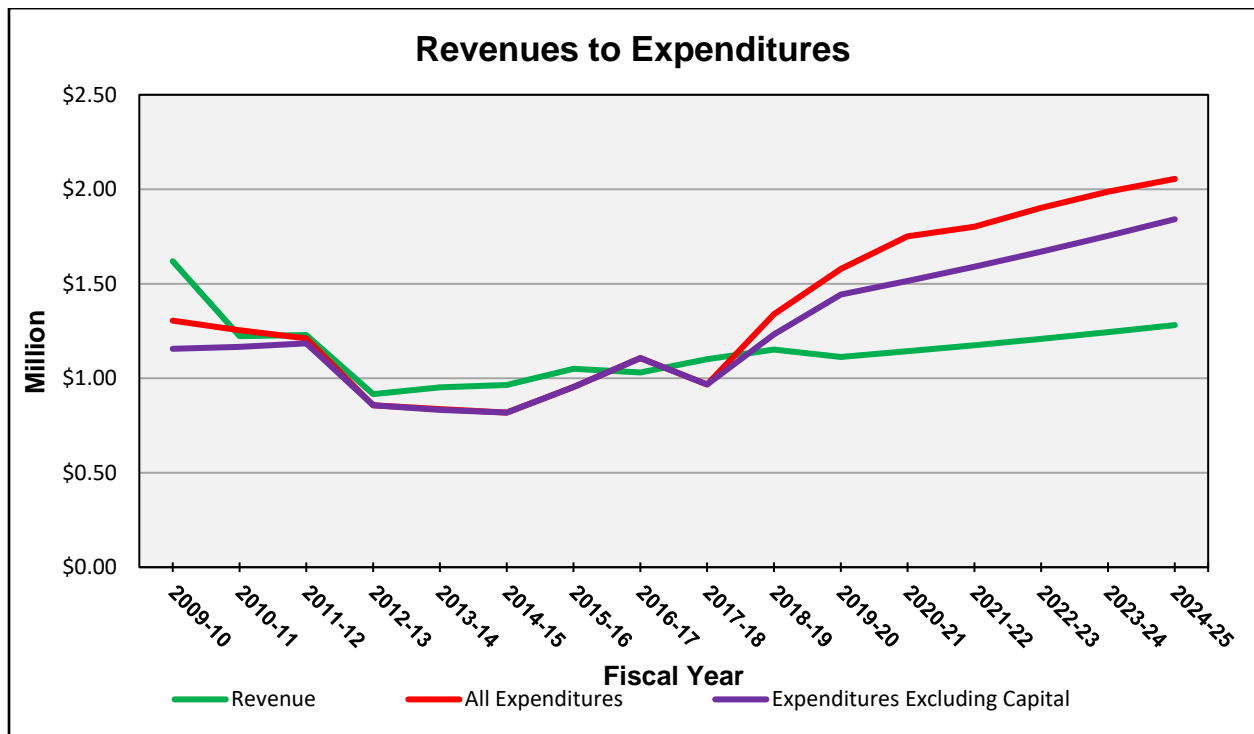
- ◆ Overall first-due call-to-arrival performance is *slightly better* than the recommended 14:00-minute best practice goal for rural areas to keep small fires small and to provide first responder emergency medical care.

Overall, Citygate finds that the District is providing the best quality fire services it can afford and is facing two primary challenges in its efforts to continue to maintain adequate fire services: (1) long-term fiscal sustainability, and (2) daily staffing capacity.

CHALLENGE #1—FISCAL SUSTAINABILITY

Beginning in Fiscal Year (FY) 2016–17, and continuing again since FY 2018–19, the District has spent more on fire services than it received in revenue. This is the result of several factors including voter defeat of the District’s former parcel tax in 2012, minimal growth in the District’s property tax base, an increase in revenues of 19 percent from FY 2014–15 to FY 2018–19 compared to an increase in expenditures of 63 percent over the same time, and a 50 percent increase in the District’s CAL FIRE Schedule A contract cost over the same time.

Figure 1—Revenues Compared to Expenditures (From Figure 21)



Given this widening structural deficit, the District’s Fire Fund is projected to be *exhausted* within the next two fiscal years absent additional revenue and/or significant reductions in expenditures as illustrated in Figure 2.

Figure 2—Fire Fund Balance (From Figure 22)

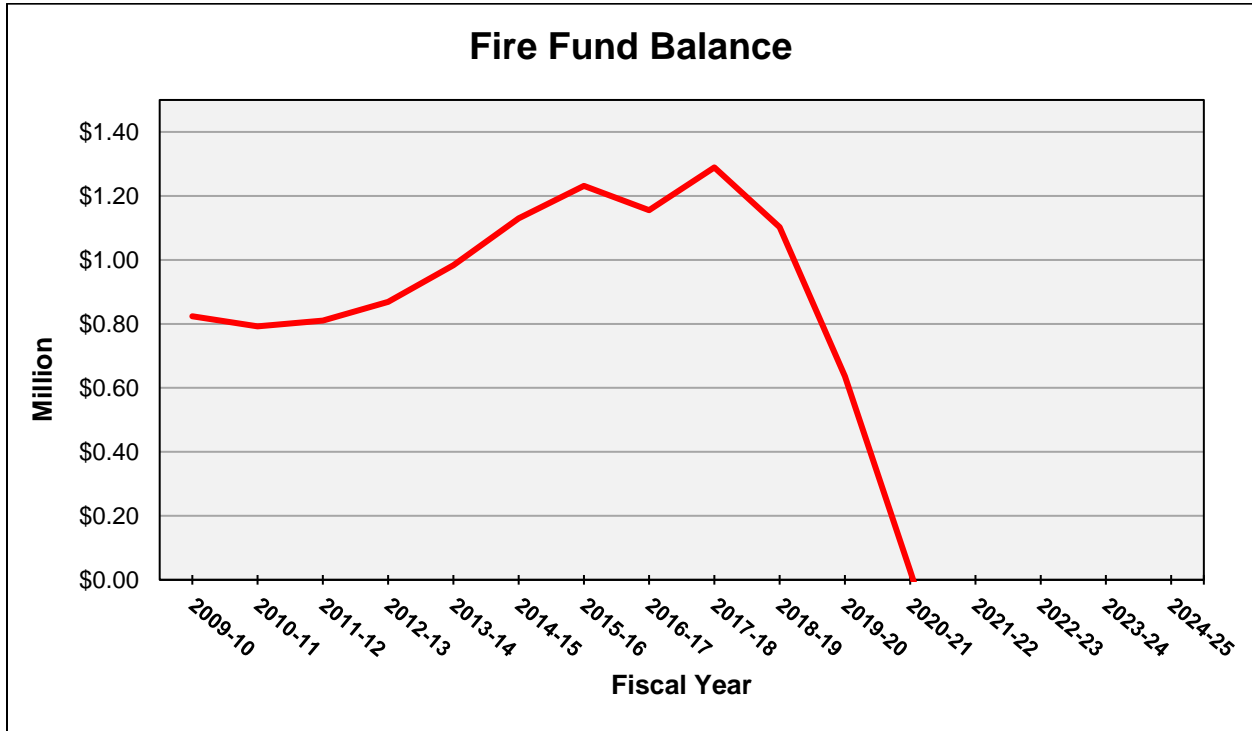


Table 2 and Table 3 summarize projected Fire Fund expenditures and revenues through FY 2029–30.

Table 2—Projected Fire Service Costs – FY 2020–21 through FY 2024–25 (From Table 46)

Cost Category	Annual Change Factor	Projected Costs				
		FY 2020–21	FY 2021–22	FY 2022–23	FY 2023–24	FY 2024–25
CAL FIRE Schedule A Contract	5.00%	1,131,604	1,188,184	1,247,593	1,309,973	1,375,472
CAL FIRE Amador Plan Agreement	5.00%	286,138	300,444	315,467	331,240	347,802
Operations/Maintenance	5.00%	76,124	79,930	83,927	88,123	92,529
District Administration	5.00%	21,007	22,058	23,161	24,319	25,535
Fire Fund Reserve	0.00%	26,500	26,500	26,500	26,500	26,500
Capital Replacement/Renewal ¹		236,500	211,500	231,500	233,500	213,500
Total Projected Expenditures		1,777,873	1,828,616	1,928,147	2,013,655	2,081,337
Projected Revenue		1,142,871	1,174,452	1,208,541	1,244,167	1,280,862
Gap		-635,002	-654,164	-719,607	-769,488	-800,475

¹ As identified in the District Fire Capital Replacement Plan

Groveland Community Services District

2020 Fire Master Plan Update

Table 3—Projected Fire Service Costs – FY 2025–26 through FY 2029–30 (From Table 47)

Cost Category	Annual Change Factor	Projected Costs				
		FY 2025–26	FY 2026–27	FY 2027–28	FY 2028–29	FY 2029–30
CAL FIRE Schedule A Contract	5.00%	1,444,245	1,516,457	1,592,280	1,671,894	1,755,489
CAL FIRE Amador Plan Agreement	5.00%	365,192	383,452	402,624	422,756	443,893
Operations/Maintenance	5.00%	97,156	102,013	107,114	112,470	118,093
District Administration	5.00%	26,811	28,152	29,559	31,037	32,589
Fire Fund Reserve	0.00%	26,500	26,500	26,500	26,500	26,500
Capital Replacement/Renewal ¹		236,500	236,500	242,500	239,500	218,500
Total Projected Expenditures		2,196,404	2,299,074	2,397,578	2,483,157	2,645,065
Projected Revenue		1,318,658	1,357,588	1,397,685	1,438,986	1,481,525
Gap		-877,746	-941,487	-999,893	-1,044,171	-1,163,540

¹ As identified in the District Fire Capital Replacement Plan

As Table 2 and Table 3 illustrate, even elimination of the District’s CAL FIRE Amador Plan Agreement would not close this budget gap, and the District will require an additional estimated \$0.635 million in revenue next fiscal year to close the projected gap to maintain current fire services, increasing approximately five percent each subsequent year to an estimated \$1.164 million in FY 2029–30. Multiple funding strategies are available for the District’s consideration to close this revenue gap, including:

1. An annual parcel assessment.
2. A special tax.
3. Non-resident service fees.
4. A cost recovery/reimbursement agreement with Tuolumne County.

As with the District’s previous parcel assessment, any new assessment will require a weighted majority approval of the District’s property owners under Proposition 218 (California Government Code Section 53750 et seq.), as well as a detailed engineer’s report.

Some local jurisdictions have adopted ordinances charging non-residents for services funded by resident-paid taxes and fees as authorized under California law. For most agencies charging non-resident service fees, most of the revenue is generated by traffic-related incidents where the jurisdiction bills the responsible party’s automobile insurance provider. While many insurance companies do pay these invoices, some do not, and some local agencies have adopted policies or procedures waiving the non-resident fee if the insurance carrier refuses to pay the invoice rather

Groveland Community Services District

2020 Fire Master Plan Update

than pursue payment from the individual or their family. For traffic-related incidents, the investigating law enforcement agency is responsible for collecting the involved parties’ personal information, including insurance information as required by the California Vehicle Code.

Until recently, most law enforcement agencies shared insurance carrier information with responding fire agencies; however, some, including the California Highway Patrol, have adopted policies precluding the sharing of involved parties’ personal information. As a result, local fire agencies with non-resident fee ordinances are finding it increasingly difficult to obtain the information needed to bill a responsible party’s insurance provider. In some cases, including the Ebbetts Pass Fire Protection District, the local jurisdiction has discontinued enforcement of its non-resident fee ordinance for this reason. While this funding strategy may have merit based on the number of non-residents who receive services from the Groveland Community Services District Fire Department, Citygate recommends that the District thoroughly investigate and evaluate the potential revenue likely to be generated from this source versus the capacity and costs required to administer and enforce such a program.

The District provides automatic and mutual aid response to emergency vegetation and vehicle fires and EMS incidents between Moccasin and Yosemite National Park along Highway 120 pursuant to the Tuolumne County Automatic and Mutual Aid Agreements as the only staffed response agency in that unincorporated area of the County except for the CAL FIRE Groveland Station when staffed and available. As shown in Table 4, and as further discussed in Section 2.7.2, out-of-District responses accounted for nearly 12 percent of total service demand and slightly more than 37 percent of total time committed to incident responses over the three-year study period.

Table 4—Incident Response Summary – 2016–2018 (From Table 34)

Incident Location	3-Year Total			
	Number of Responses	Percentage of Responses	Total Time Committed	Percentage of Total Time Committed
Groveland CSD	1,361	88.20%	169:59:37	62.86%
Out-of-District	182	11.80%	100:25:39	37.14%
Total	1,543	100.00%	270:25:16	100.00%

Source: Groveland CSD Fire Department incident data

While the County funds the volunteer County Fire Department stations, it also provides the following services within the District at no direct District cost:

- ◆ Dispatch services
- ◆ New development site plan review

- ◆ New construction fire inspections
- ◆ State-mandated fire safety inspections for specified occupancies
- ◆ Administration of District fire services (Division Chief)
- ◆ Training of District fire personnel
- ◆ Safety Officer response to emergency incidents as required.

The Terra Vi Resort Project Summary (September 25, 2019) reviewed for this report does not address which agency will provide first responder fire services at the proposed resort, although the County Fire Department Smith Station and U.S. Forest Service (USFS) Buck Meadows stations are closest. If no full-time staffing is provided at either of these stations, it is reasonable to assume that Groveland will continue to be the closest staffed response agency. If this appears likely as the development continues through the environmental review and approval process, the District should negotiate a cost recovery agreement with the County for responses outside of the District. Where there are no other response forces, the automatic mutual aid zone area is not reciprocal and, as such, a District response capacity standby fee is appropriate. A per-incident reimbursement for actual costs does not, at the frequency of use, appropriately compensate the District for all its direct and overhead expenses in operating fire services. Thus, a more stable annual fee is needed to offset a percentage of the District's annual fire service provided outside of the District.

CHALLENGE #2—DAILY STAFFING CAPACITY

Citygate finds that the Department's physical resources are appropriate to protect against the hazards likely to impact the District; however, the daily staffing of two to five career response personnel¹ and no volunteers is *barely adequate* to safely perform the critical tasks associated with small, emerging fires and routine single-patient EMS incidents as described in Section 2.5. Even a best-case staffing level of nine career personnel (two District personnel and seven CAL FIRE Groveland Station personnel including a Chief Officer) is *insufficient* to safely and effectively perform the critical firefighting/rescue tasks at a confined building fire, moderate vegetation/wildland fire, serious multiple-patient EMS incident, or complex rescue incident in a timely manner without additional assistance. In addition, the District is not geographically located for timely mutual aid, thus a worst-case District staffing of two personnel reflects a likely outcome of not even being able to confine building fires to the building or parcel of origin, an inability to confine a rapidly developing vegetation/wildland fire, and the non-survival of some EMS patients.

¹ Depending on time of year (i.e., the District's CAL FIRE Amador Plan Agreement only provides additional daily District staffing during the winter non-fire season months)

Groveland Community Services District

2020 Fire Master Plan Update

Recognizing that the District is currently providing the best fire services it can afford, in Citygate’s opinion, optimal daily operational response staffing for the District is six personnel given the values to be protected and the risks as outlined in Section 2.2. This could be achieved incrementally as funding permits by adding one full-time equivalent (FTE) on the District engine, and one Amador Plan firefighter during the winter months, with associated estimated annual costs as summarized in Table 4 and Table 5. To help ease the fiscal transition associated with adding daily on-duty staffing, the District could seek a Federal Emergency Management Agency (FEMA) Staffing for Adequate Fire and Emergency Response (SAFER) grant that reimburses 75 percent of first- and second-year costs, and 35 percent of third-year costs.

Table 5—Estimated Optimal Staffing Level Costs (FY 2020–21 through FY 2024–25)
(From Table 36)

Expenditure Category	Annual Change Factor	FY 2020–21	FY 2021–22	FY 2022–23	FY 2023–24	FY 2024–25
CAL FIRE Schedule A Contract	5.00%	1,131,604	1,188,184	1,247,593	1,309,973	1,375,472
3.0 Additional Engineer FTEs	5.00%	616,497	647,322	679,688	713,673	749,356
Schedule A Contract Total		1,748,101	1,835,506	1,927,281	2,023,646	2,124,828
CAL FIRE Amador Plan Agreement	5.00%	286,138	300,444	315,467	331,240	347,802
1.5 Additional FF-I FTEs	5.00%	227,798	239,188	251,148	263,705	276,890
Amador Plan Total		513,936	539,633	566,615	594,945	624,693
Total Annual District Fire Personnel Costs		2,262,037	2,375,139	2,493,896	2,618,591	2,749,520

Table 6—Estimated Optimal Staffing Level Costs (FY 2025–26 through FY 2029–30)
(From Table 37)

Expenditure Category	Annual Change Factor	FY 2025–26	FY 2026–27	FY 2027–28	FY 2028–29	FY 2029–30
CAL FIRE Schedule A Contract	5.00%	1,444,245	1,516,457	1,592,280	1,671,894	1,755,489
3.0 Additional Engineer FTEs	5.00%	786,824	826,165	867,473	910,847	956,389
Schedule A Contract Total		2,231,069	2,342,623	2,459,754	2,582,741	2,711,879
CAL FIRE Amador Plan Agreement	5.00%	365,192	383,452	402,624	422,756	443,893
1.5 Additional FF-I FTEs	5.00%	290,735	305,272	320,535	336,562	353,390
Amador Plan Total		655,927	688,723	723,160	759,318	797,284
Total Annual District Fire Personnel Costs		2,886,996	3,031,346	3,182,913	3,342,059	3,509,162

FINDINGS AND RECOMMENDATIONS

Following are Citygate's findings and actionable recommendations from this Fire Master Plan Update.

Finding #1: The District has made significant progress on the recommendations contained in the 2007 Fire Master Plan.

Finding #2: Citygate estimates that the District will experience little full-time resident population growth and additional new development through 2029.

Finding #3: The District Fire Department and CAL FIRE Emergency Command Center utilize a standard response plan that considers risk and establishes an appropriate initial response for each incident type. Each call for service receives the combination of engines, specialty units, and command officers customarily needed to effectively control that type of incident based on each agency's experience.

Finding #4: The District has not adopted fire response performance objectives meeting best practice elements for time and desired outcomes.

Finding #5: The area of the District generally east of the mid-point of the Pine Mountain Lake Airport is beyond the 10:30-minute first-due travel time goal and related 14:00-minute first-due arrival goal.

Finding #6: Simultaneous incidents minimally impact first-due response performance, occurring on average approximately once every 21 days.

Finding #7: Out-of-District responses account for 37 percent of the total time District resources were committed to emergency responses over the three-year study period.

Finding #8: The District provides significant mutual and automatic aid to the unincorporated areas of the County outside of the District.

Finding #9: The CAL FIRE Schedule A contract and Amador Plan Agreement provide good value and benefit to the District and also provide direct benefits to the unincorporated areas of the County surrounding the District.

Finding #10: Call processing/dispatch performance is well within the recommended best practice goal of 90 seconds or less.

Finding #11: Crew turnout performance cannot be accurately measured given current CAL FIRE Tuolumne-Calaveras Unit Emergency Command Center procedures.

- Finding #12:** First-due travel performance is more than six percent *faster* than the Citygate-recommended 10:30-minute goal for *rural* areas.
- Finding #13:** First-due call-to-arrival performance *is meeting* the Citygate-recommended 14:00-minute goal for *rural* areas.
- Finding #14:** The District’s minimum daily staffing level is *barely sufficient* to safely perform the critical tasks associated with small, emerging fires and routine single-patient medical emergencies in a timely manner.
- Finding #15:** The District’s best-case Effective Response Force of nine personnel is *insufficient* to safely perform the critical tasks associated with a confined building fire, moderate to significant vegetation/wildland fire, serious multiple-patient emergency medical services incident, or complex rescue incident in a timely manner without additional assistance.
- Finding #16:** The District is not geographically located to receive prompt mutual aid and increases in mutual aid calls outside the District could impact service levels including response times.
- Finding #17:** The District is the primary provider of mutual aid and is the first-in responder to the unincorporated areas of the County east of the District along the Highway 120 corridor except for the CAL FIRE Groveland Station when staffed and available.
- Finding #18:** District Fire Station #78 and the CAL FIRE Groveland Station can be expected to provide desired first-due response times to approximately 90 percent of the District.
- Finding #19:** It would be cost-prohibitive to consider relocating District Fire Station #78 to provide desired first-due response times to the remaining 10 percent.
- Finding #20:** Fire Fund revenues exceeded expenditures in seven of the last ten fiscal years.
- Finding #21:** Since Fiscal Year 2017–18, the District has experienced a structural fire services budget deficit where expenditures exceed revenues, requiring augmentation from Fire Fund reserves to achieve a balanced budget. Without significant new revenues and/or a significant reduction in expenditures, this structural budget deficit is projected to increase annually.
- Finding #22:** Given projected revenues and expenditures, the District’s Fire Fund is projected to be *exhausted* within the next two fiscal years.

Finding #23: The District will require an *additional* estimated \$0.635 million in revenue in Fiscal Year 2020–21 to maintain current fire services, increasing approximately five percent each subsequent year to an estimated \$1.164 million in Fiscal Year 2029–30.

Finding #24: The District has multiple supplemental funding strategy options available for consideration, with an annual parcel assessment and cost recovery/reimbursement agreement with Tuolumne County considered most viable.

Finding #25: Absent significant additional annual revenues, the District is facing *severe* fire service reductions, including elimination of its CAL FIRE Amador Plan Agreement as well as potential loss of its CAL FIRE Schedule A contract.

Finding #26: Absent significant additional annual revenues, the District could potentially be faced with eliminating fire protection services through a Local Agency Formation Commission latent power abandonment process.

Recommendation #1: **Adopt Deployment Policies:** The District Board of Directors should adopt the following fire deployment goals to deliver outcomes that will save medical patients when possible upon arrival and to keep small but serious fires from becoming more serious:

1.1 Distribution of Fire Stations: First-due response units should arrive within 14:00 minutes, 90 percent of the time from the receipt of the 9-1-1 call at the fire dispatch center, which equates to a 90-second dispatch time, 2:00-minute crew turnout time, and 10:30-minute travel time.

1.2 Multiple-Unit Effective Response Force (ERF) for Serious Emergencies: A multiple-unit ERF, including at least one Chief Officer, should arrive within 19:30 minutes from the time of 9-1-1 call receipt at fire dispatch 90 percent of the time. This equates to a 90-second dispatch time, 2:00-minute company turnout time, and 16:00-minute travel time.

1.3 Hazardous Materials Response: To provide hazardous materials response designed to protect the community from the hazards associated with uncontrolled release of hazardous and toxic materials, a first-due response unit should arrive within 14:00 minutes, 90 percent of the time from the receipt of the 9-1-1 call at the fire dispatch center to isolate the hazard, deny entry into the hazard zone, and notify appropriate officials/resources to

minimize impacts on the community. Following initial hazard evaluation and/or mitigation actions, a determination can be made whether to request additional resources from a regional hazardous materials team.

- 1.4** Technical Rescue: To respond to technical rescue emergencies as efficiently and effectively as possible with enough trained personnel to facilitate a successful rescue, a first-due response unit should arrive within 14:00 minutes, 90 percent of the time from the receipt of the 9-1-1 call at the fire dispatch center to evaluate the situation and/or initiate rescue actions. Following the initial evaluation, assemble additional resources as needed within a total response time of 19:30 minutes to safely complete rescue/extrication and delivery of the victim to the appropriate emergency medical care facility.

Recommendation #2: The Department should work with the CAL FIRE Tuolumne-Calaveras Unit Emergency Command Center to modify its procedures to accurately track crew turnout time.

Recommendation #3: The District should consider augmenting daily on-duty staffing as funding permits.

Recommendation #4: The District's staffing would be much safer and more effective if a total of six firefighters were always stationed in Groveland between the District and CAL FIRE.

Given six personnel, under the safety laws, there could be three teams of two: one command and pump operator team and two 2-firefighter teams for simultaneous fire attack and occupant rescue duties.

Recommendation #5: The District should consider seeking voter approval of an annual parcel assessment or special tax to provide necessary supplemental funding to, at a minimum, maintain current fire protection services.

Recommendation #6: The District should consider seeking a cost recovery/reimbursement agreement with Tuolumne County for the District's percentage of total responses outside of the automatic mutual aid zone.

RECOMMENDED NEXT STEPS

Citygate's recommends the following next steps for the District to consider:

1. Review and absorb the content, findings, and recommendations of this Fire Master Plan Update.
2. Prepare a staff report and draft resolution for consideration by the District Board of Directors adopting the included recommended response performance goals.
3. Aggressively pursue one or more of the suggested funding strategies to ensure long-term fiscal sustainability.
4. Provide additional daily staffing if/when funding becomes available; consider seeking a Federal Emergency Management Agency (FEMA) Staffing for Adequate Fire and Emergency Response (SAFER) grant to provide partial reimbursement of those costs over the first three years.

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SECTION 1—INTRODUCTION AND BACKGROUND

The Groveland Community Services District (District) retained Citygate Associates, LLC (Citygate) to prepare an update to its 2007 Fire Master Plan to provide a foundation for future fire service planning.

1.1 REPORT ORGANIZATION

This report is organized into the following sections. **Appendix A** (Map Atlas) includes all the maps referenced throughout this report.

Executive Summary: Summary of significant fire service challenges, key findings and recommendations, and next steps.

Section 1 Introduction and Background: An introduction to the 2020 Fire Master Plan Update goals and limitations and overview of Citygate’s approach and methodology.

Section 2 2020 Fire Master Plan Update: An overview of the Groveland Community Services District Fire Department (Department) as well as the detailed analysis of the Department’s ability to deploy and mitigate emergency risks within its service area, including analysis of future growth, community risk, operational deployment capabilities and performance, and potential future service needs.

Section 3 Next Steps: Citygate’s recommended next steps for the District.

1.2 GOALS OF THE FIRE MASTER PLAN UPDATE

This Fire Master Plan Update cites findings and makes recommendations, as appropriate, related to each finding. Findings and recommendations throughout this report are sequentially numbered. A complete list of all findings and recommendations is provided in the Executive Summary.

This document provides technical information about how fire services are provided and legally regulated, and how the District currently deploys and operates its fire resources. This information is presented in the form of recommendations and policy choices for consideration by the District.

The result is a solid technical foundation upon which to understand the advantages and disadvantages of the choices facing the District regarding future fire services and, more specifically, at what level of desired outcome and expense.

1.3 LIMITATIONS OF THE UPDATE

In the United States, there are no federal or state regulations requiring a specific minimum level of fire services. Each community, through the public policy process, is expected to understand the

local fire and non-fire risks and its ability to pay, and then choose its level of fire services. *If* fire services are provided at all, federal and state regulations specify how to do so safely for the public and for the personnel providing the services.

While this Fire Master Plan Update and technical explanation can provide a framework for the discussion of future fire services within the District, neither this report nor the Citygate team can make the final decisions. Once final strategic choices receive policy approval, District staff can conduct any cost and fiscal analysis required as part of its normal operating and capital budget cycle.

1.4 FIRE MASTER PLAN UPDATE APPROACH AND METHODOLOGY

1.4.1 Fire Master Plan Update Approach and Research Methods

Citygate utilized multiple sources to gather, understand, and model information about the District and its fire services. Citygate started by requesting a large amount of background data and information to better understand current costs, service levels, history of service level decisions, and other prior studies.

Citygate subsequently conducted focused interviews of the District’s project team members and reviewed demographic information about the District’s service area and the potential for future growth and development. Citygate further obtained map and response data from which to model fire service deployment.

Once Citygate understood the District’s service area and its fire and non-fire risks, the Citygate team developed a model of fire services that was tested against prior response data to ensure an appropriate fit. Citygate also evaluated future service area growth and service demand by risk types. This resulted in Citygate proposing an approach to address current needs with the effective and efficient use of existing resources, as well as address long-range needs. The result is a framework for enhancing District services while meeting reasonable community expectations and fiscal realities.

1.4.2 Project Scope of Work

Citygate’s approach to this Fire Master Plan Update involved:

- ◆ Requesting and reviewing relevant project background data and information as well as conducting listening sessions with project stakeholders.
- ◆ Identifying projected future District population and related development growth.
- ◆ Identifying the level and types of services currently provided under the CAL FIRE Schedule A contract and supplemental Amador Plan Agreement.

- ◆ Utilizing the Commission on Fire Accreditation International (CFAI) self-assessment criteria and National Fire Protection Association (NFPA) standards as the basis for evaluating the deployment services provided.
- ◆ Identifying the natural and human-caused hazards likely to impact the District, and evaluating and quantifying the risk associated with each hazard
- ◆ Utilizing geographic mapping to model fire station travel coverage.
- ◆ Using an incident response time analysis program called StatsFD™ to review the statistics of prior incident performance, then plotting the results on graphs and geographic mapping exhibits.
- ◆ Recommending appropriate risk-specific response performance goals.
- ◆ Making recommendations to meet current and future fire protection and EMS risks and governmental regulations for such services.
- ◆ Determining the necessary long-term Department budget and best-fit funding strategy or strategies.

1.5 2007 FIRE MASTER PLAN REVIEW AND STATUS

The District previously commissioned Citygate in 2007 to prepare a Fire Master Plan to evaluate the capacity of its Fire Department to respond to emergency fire, rescue, and medical incidents within the District, and to review other related operational and support functions. The goal of the 2007 Fire Master Plan was to facilitate the District's ability to make informed policy decisions regarding the level of fire, rescue, and emergency medical services desired and the best method to deliver and fund them.

The resultant 2007 Fire Master Plan acknowledged: (1) the District's challenge to provide an adequate level of fire services within available fiscal resources; (2) Groveland community demographics and the increasingly smaller pool of very few potential volunteer firefighters; (3) the community's geographic isolation making fast mutual aid assistance all but impossible; and (4) the District's efforts to improve fire services by:

- ◆ Adding a small number of career staff.
- ◆ Attempting to develop other types of volunteer recruitment programs.
- ◆ Strengthening regional partnerships and mutual aid agreements.
- ◆ Focusing on safety and training.
- ◆ Performing additional services with the small career staff, including fire inspections, public education, and outdoor vegetation abatement.

- ◆ Improving fire apparatus maintenance.
- ◆ Acknowledging that changes in community demographics and legal mandates will require adaptation by the District in how it provides fire services.

The 2007 Fire Master Plan focused on deployment, administrative, and fiscal elements. Findings and recommendations for each element of the plan were as follows, with the current status of each recommendation shown in blue italics.

1.5.1 Deployment

2007 Findings

- Finding #1:** The response times in the District for a first-due unit are long, reflective of a rural level of effort and the fact that the District is too geographically large to serve from one station and still have a significant number of incidents in the more distant areas result in a positive outcome.
- Finding #2:** There is not a sufficiently large and dependable volunteer force to supply an adequate number of volunteer firefighters. If all the volunteers responded with the on-duty career personnel, there would be a structure fire staffing of 14–15. The likelihood of this occurring, as we can see from the historical record, is virtually impossible, so an inadequate response force to a significant building fire still exists.
- Finding #3:** Based on its small size and with continued fire prevention and public education, an adequate level of service for a rural community such as Groveland would be a small, phased increase in staffing. The problem is that an increase in staffing for the Long Gulch Ranch Development needs to precede the development of the tax base to support it.
- Finding #4:** The Groveland Fire Department cannot effectively serve the areas northeast of the lake from only one staffed fire station. The travel times to this area are beyond desirable outcomes for serious fires, cardiac arrest or major trauma patients.
- Finding #5:** The surrounding rural area in the Fire District will never develop into a densely populated area and will remain mostly light-density residential building types. As such, given the current planning approvals, it will not be cost-effective for the Groveland District area to have three or more fire stations.
- Finding #6:** The current level of Firefighter-EMT and private ambulance paramedic care is well designed and appropriate to risks in the community, except for the distant response of a second or back-up ambulance.

The 2007 Fire Master Plan identified several levels of potential response deployment with likely resultant outcomes. Desired Outcome B (confine building fires to building of origin; EMS patients receive paramedic care, but some critical patients may not survive; wildland fires contained to eight acres or less with modest building damage) was identified as the best choice for the District.

2007 Recommendations and Current Status (Shown in Blue Text)

Recommendation #1: The District should strive to deliver first-due unit total response time of 10:00–12:00 minutes with two to three personnel, and all units total response time of 15:00–20:00 minutes with nine to ten personnel, at 90 percent or better reliability (Desired Outcome B for emerging suburban areas).

Over the past three years, 90th percentile first-due response performance is 13:42 minutes (see Table 35).

Recommendation #2: Increase daily career staffing from two to three firefighters.

Minimum daily staffing is two career personnel.

Recommendation #3: Contract with CAL FIRE for an Amador Plan engine crew over the winter months.

The District implemented an Amador Plan Agreement with the Tuolumne-Calaveras CAL FIRE Unit beginning in FY 2009–10.

Recommendation #4: Add a second fire station staffed with two career firefighters.

No action taken to date.

Recommendation #5: Consider a part-time firefighter program to supplement daily career staffing.

The District adopted a resolution in January 2020, authorizing a Volunteer Resident Firefighter Program to supplement daily career staffing.

1.5.2 Administrative

2007 Findings

Finding #7: The fire apparatus are older than in typical suburban service and will continue to present challenges for cost-effective repair and “up time” given their age.

Finding #8: The Department does not have an adequate wildland fire type apparatus. The current, older Type IV units carry too little water for sustained fire attack in more than a small residential lot size grass fire situation. While CAL FIRE and the Forest Service are responsible for wildland fire fighting, the homes in Groveland would be better served if Groveland also operated a more capable Type III wildland fire apparatus that carried a crew of three to four in an enclosed cab and carried 500 gallons of water and at least a 500-gallon per minute pump.

2007 Recommendations and Current Status (Shown in Blue Text)

Recommendation #6: A computer-based management information system software program would greatly enhance the Department’s record management and add considerable efficiency to its leanly staffed administrative functions.

The District utilizes the CAL FIRE records management system under its Schedule A Cooperative Fire Protection Agreement.

Recommendation #7: Fire Apparatus

7.1 A one-station fire department should operate the following minimum fire apparatus:

- One front-line pumper (two with a second station)
- One reserve pumper
- One Type III wildland pumper
- One small rescue/utility apparatus

The Department’s current apparatus inventory reflects this recommendation.

7.2 The Department should obtain the funding to reduce its fleet to operational necessity and at that time remove any pre-1974 apparatus from service.

The Department’s oldest apparatus (reserve engine) was placed in service in 1984.

7.3 The District should send one of its mechanics to the State Fire Training Mechanics Academy leading to eventual certification. This would improve repair turnaround times by having repairs performed locally instead of contracted out to a fire equipment repair facility in the Central Valley.

Unknown status.

Recommendation #8: Citygate recommends the Department continue its relationship with the Tuolumne County dispatch center. Even with the \$15,000 annual cost,

the District is receiving services at a cost lower than it could provide them on their own.

Dispatch services are provided by CAL FIRE at no cost to the District.

Recommendation #9: Volunteer Firefighter Program

- 9.1** The Department should continue its efforts to recruit, train, and retain volunteers. The National Volunteer Fire Council, www.nvfc.org, maintains a website that supports volunteer fire recruiting, training, and retention efforts.

Minimal success, given the District's demographics; no volunteers since implementation of the CAL FIRE Schedule A Cooperative Fire Protection Agreement in 2013.

- 9.2** The Department should consider a Part-Time Firefighter (PTF) Program that would provide non-career staff to supplement but not replace the need for a minimum of two career firefighters at each station. These PTF staff would be very useful at an emergency incident when more than the minimum career staff is needed.

The District Board of Directors adopted a resolution in January 2020, authorizing implementation of a Volunteer Resident Firefighter Program.

- 9.3** A PTF Program would be valuable as a supplement to a volunteer program because it is not realistic to expect that there are substantially more people interested in being a volunteer firefighter in Groveland than there are currently. A 20-member volunteer program cannot reliably provide one firefighter position 24/7/365. With two-person daily staffing considered the bare minimum necessary to provide even a rudimentary emergency response, using volunteers and part-time firefighters when they are available to increase the on-duty staffing to three or more personnel will make a significant improvement in emergency response.

The District Board of Directors adopted a Resolution in January 2020, authorizing implementation of a Volunteer Resident Firefighter Program.

- 9.4** The Department should try to recruit new volunteer firefighters from other District divisions.

Implemented with limited success prior to the current CAL FIRE Schedule A Cooperative Fire Protection Agreement. A non-Fire Department District employee terminated their volunteer firefighter status when it was discovered that federal labor law prohibits an employee from providing unpaid (volunteer) services to the employing agency.

Recommendation #10: Fire Prevention Systems

- 10.1** The Department needs to complete the fire prevention training for the assigned employee as soon as possible. This is another example of the small fire department circumstance. Groveland Fire Department has all the same responsibilities of a larger organization without the training or staff to properly carry out those responsibilities. The Fire Code requires maintenance inspections of commercial buildings over their life span.

Fire prevention and code enforcement within the District is provided by County Fire Prevention staff at no cost to the District.

- 10.2** Once a second manager is hired and the Fire Chief has help in operating the Department's many programs, the Department should utilize the talents of the population to assist with its inspection program. A "Volunteers in Prevention" (VIP) program would be most beneficial. These volunteers, drawn from the large retiree population, could conduct defensible space/hazard reduction inspections. This training is fairly simple and straightforward. Properly trained, they could assist with other Fire Code inspections, freeing the career staff to conduct the more complex inspections that require a significant training investment.

Fire prevention and code enforcement within the District is provided by County Fire Prevention staff at no cost to the District. In addition, CAL FIRE provides annual defensible space fire inspections within the District at no cost. The Pine Mountain Lake Association also has adopted fire safety policies and procedures and inspects properties within the Association annually for compliance. In addition, the District received grant funding for a temporary fire code inspection program in 2019 and a fuel break to be constructed in 2020.

Recommendation #11: Public Education

The Department should initiate two public education programs:

- 11.1** In the fall, during fire prevention week, the Department should host an open house with a structure fire or other community risk reduction focus timed for the winter as its theme.

Implemented.

- 11.2** In the spring, in cooperation with CAL FIRE, the Forest Service and Yosemite National Park, the Department should conduct a prevention program that emphasizes outdoor hazard reduction, evacuations and defensible space.

Implemented.

Recommendation #12: Risk Management and Safety

The District should use the primary elements of NFPA Standard 1500, Standard on Fire Department Occupational Safety and Health Program, 2007 Edition as a best practice model for the Fire Department risk management plan components.

Implemented to the extent used by CAL FIRE.

Recommendation #13: Facility Maintenance

- 13.1** Once the staffing elements of this Master Plan are decided upon by the CSD Board of Directors, develop a comprehensive plan to remodel the headquarters station to meet the current and future needs of the Department.

The fire station facility has received routine planned maintenance, including driveway resurfacing, additional lighting, and siding replacement and painting. The District has also developed a capital replacement schedule which includes facility renovation and upgrades.

- 13.2** Due to their small size, age and cost of keeping repaired and safe, close the satellite facilities at the Airport and Big Oak Flat.

The Big Oak Flat Station has been closed; the Pine Mountain Airport Station is utilized for storage.

Recommendation #14: General Fire Administration

Given the recent quantity and quality of retired Fire Chiefs and Training Officers, the Department should hire a recently retired administratively experienced chief officer consultant/contractor on a limited hourly basis to assist the Fire Chief in completing the building of the administrative foundation of a career Department. The California Fire Chiefs Association system could help advertise for such a temporary position.

Fire administration and training are provided by CAL FIRE under the District's Schedule A Cooperative Fire Protection Agreement.

1.5.3 Fiscal

2007 Findings

Continuing to support the present fire service level or any further improvements in the fire service and the ability to provide service to newly developing areas will be dependent upon establishing benefit assessment districts or some similar form of revenue program. Even with the expected addition of new homes in the Groveland community, both within the present developed area as well as potentially in the Long Gulch Ranch development, the current property tax and assessment

rates will not return sufficient revenue to add to or improve the present level of fire and EMS service.

2007 Recommendations and Current Status (Shown in Blue Text)

Recommendation #15: CAL FIRE Services

Ask CAL FIRE for a formal operational and cost proposal to provide both full Schedule A (Full Contract Services) Fire and EMS response services and the more modest winter season Amador Plan. During the ensuing public policy discussion, a final decision on how to operate and fund the Department can be made. If necessary, an appropriate fiscal measure can be put before the residents knowing that both Groveland independent and state contract services have been thoroughly reviewed.

The District executed a Schedule A Cooperative Fire Protection Agreement with CAL FIRE beginning in 2013 and has also continued its CAL FIRE Amador Plan Agreement to date.

Finding #1: The District has made significant progress on the recommendations contained in the 2007 Fire Master Plan.

SECTION 2—FIRE MASTER PLAN UPDATE

This section provides a detailed, in-depth analysis of the District’s current ability to deploy and mitigate emergency risks within its service area. The response analysis uses prior response statistics and geographic mapping to help the District and the community visualize the current response system’s capabilities.

2.1 GROVELAND COMMUNITY SERVICES DISTRICT

2.1.1 Description

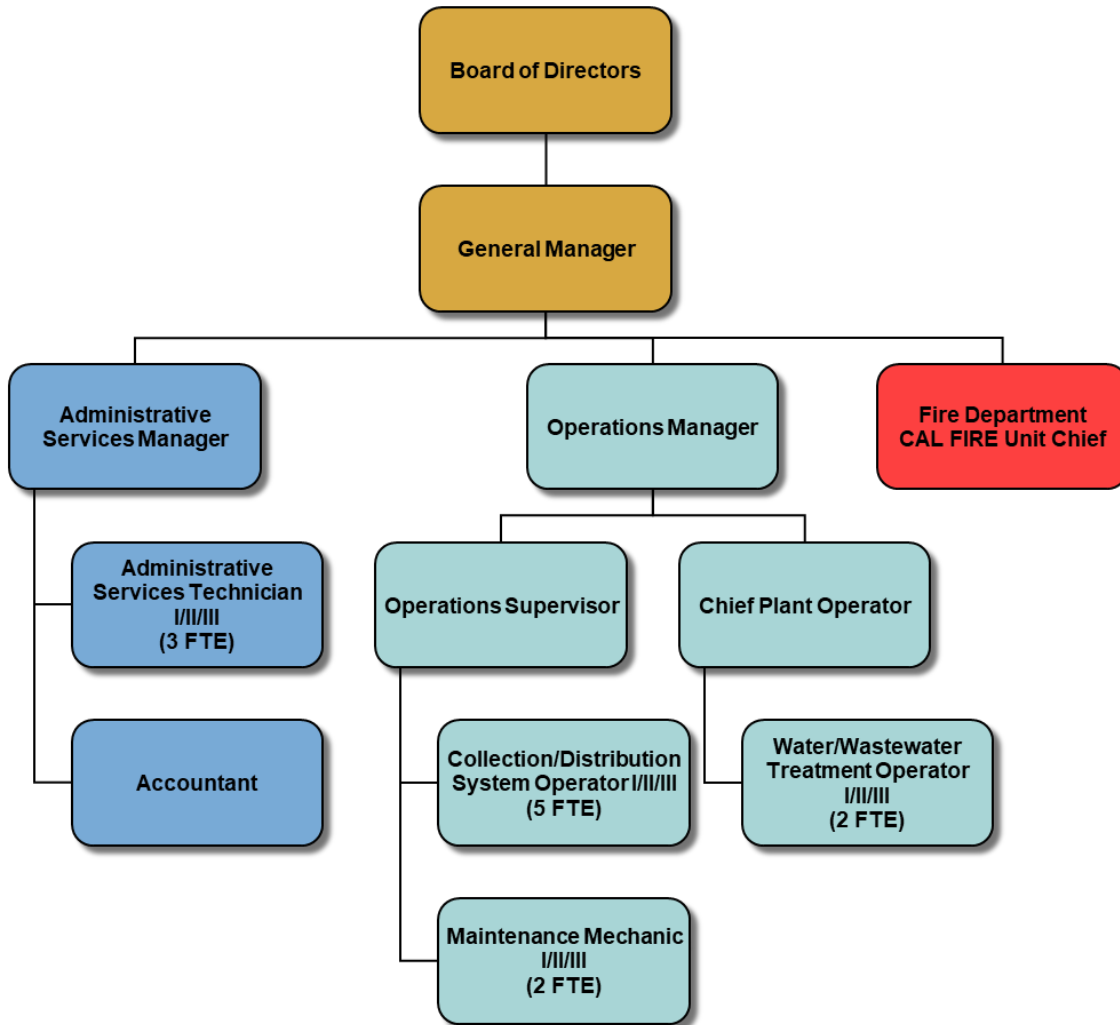
The Groveland Community Services District (District), located approximately 25 miles southeast of Sonora on State Highway 120 at the top of 1,450-foot Priest Grade in unincorporated southwest Tuolumne County, was formed in 1953 as the successor to the Groveland Sewerage and Water District. The District provides potable water delivery, wastewater collection, parks, and fire protection services to a 14.9 square-mile service area that includes the communities of Groveland, Big Oak Flat, and Pine Mountain Lake with a population of approximately 4,500 residents.² In addition to this resident population, the Tuolumne County Visitor’s Bureau estimates upwards of 400,000 vehicles access Yosemite National Park annually by way of Highway 120 through Groveland. At approximately 2,800 feet in elevation, the Groveland/Big Oak Flat area is a popular summer/fall recreation area, with many part-time residents and short-term residential rental units. The District also has some commercial businesses to support the resident and tourist population.

2.1.2 Authority, Governance, and Organization

The District provides services under authority of California Government Code Section 61000 et. seq., commonly known as the Community Services District Law, and is governed by a five-member Board of Directors elected by District voters to four-year staggered terms to establish policy direction, values, and service levels. The Board appoints the General Manager, who is responsible for implementing Board policies and managing the daily operations of the District with a staff of 17 employees organized into three departments as shown in Figure 3.

² Reference: 2013 Tuolumne County Local Agency Formation Commission (LAFCo) Municipal Service Review

Figure 3—District Organization Chart

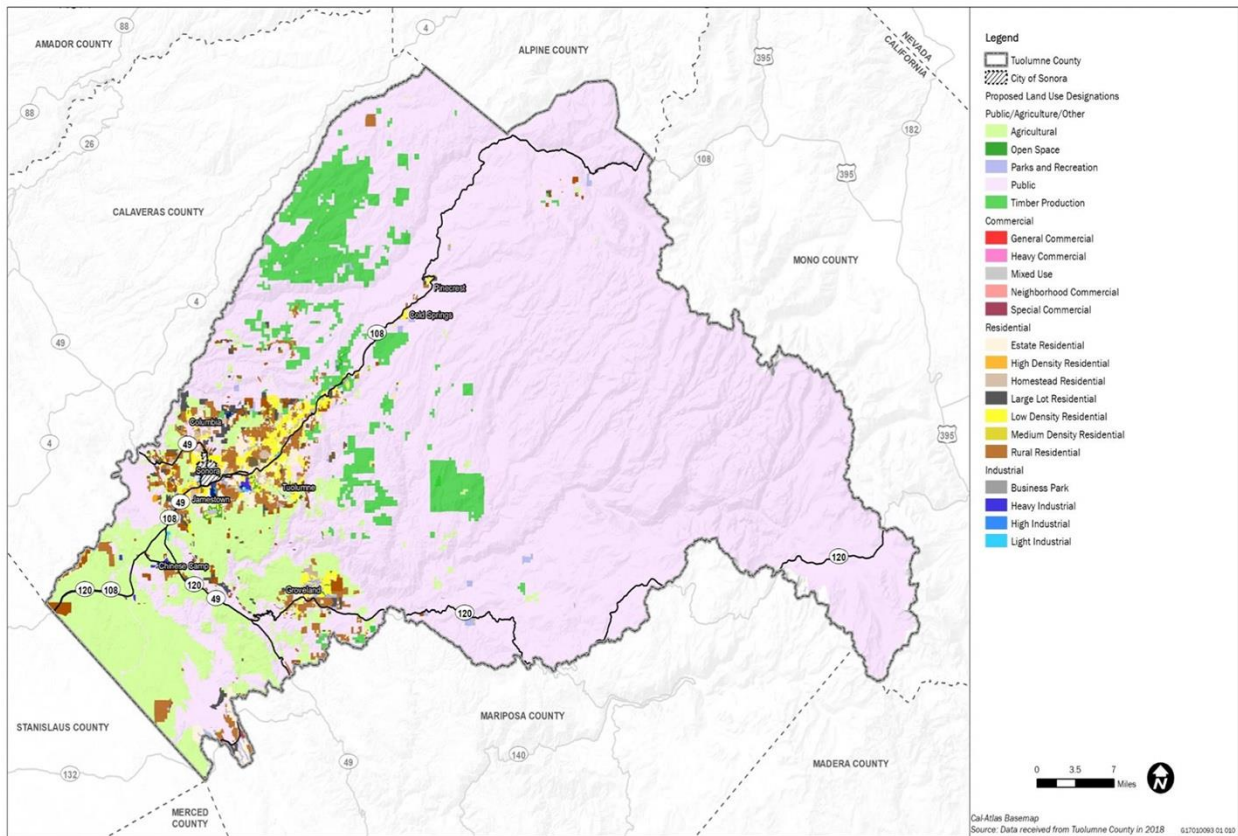


2.1.3 Future Growth

The 2018 Tuolumne County General Plan identifies Groveland/Pine Mountain Lake as an “identified community” where current development exists, and where future growth is anticipated and directed. As Figure 4 illustrates, land use in the District is predominantly agricultural and low density/rural residential. The District’s population has grown by approximately 1,000 people (32 percent) over the past 19 years from 3,388 in 2000, for an average annual growth rate of approximately 1.7 percent. Given the County’s General Plan policy to focus growth in identified communities emphasizing infill development and intensified use of existing development, it is reasonable to anticipate limited future full-time resident population growth and additional development within the District over the next decade.

Groveland Community Services District
2020 Fire Master Plan Update

Figure 4—2018 General Plan Land Use Map



Finding #2: Citygate estimates that the District will experience little full-time resident population growth and additional new development through 2029.

The District has identified a significant increase in the use of existing second homes as vacation rental lodging units; a trend expected to increase in future years and the impact of which has yet to be identified or analyzed in the District Fire Department response data. Current and planned future growth outside the District includes higher-density lodging/resort facilities, including the currently proposed 64-acre Terra Vi Lodge Yosemite resort with 126 guestrooms and other uses near the Highway 120 Big Oak Flat entrance to Yosemite National Park. Although this project will meet all fire and life safety codes at the time of construction, the District Fire Department will be the closest year-round staffed fire agency and will likely be the first responder to most emergencies at this facility.

2.2 RISK ASSESSMENT

The objectives of a community risk assessment include:

- ◆ Identifying the values at risk to be protected within the community or service area.
- ◆ Identifying the specific hazards with the potential to adversely impact the community or service area.
- ◆ Quantifying the overall risk associated with each hazard.
- ◆ Establishing a foundation for current/future deployment decisions and risk-reduction/hazard mitigation planning and evaluation.

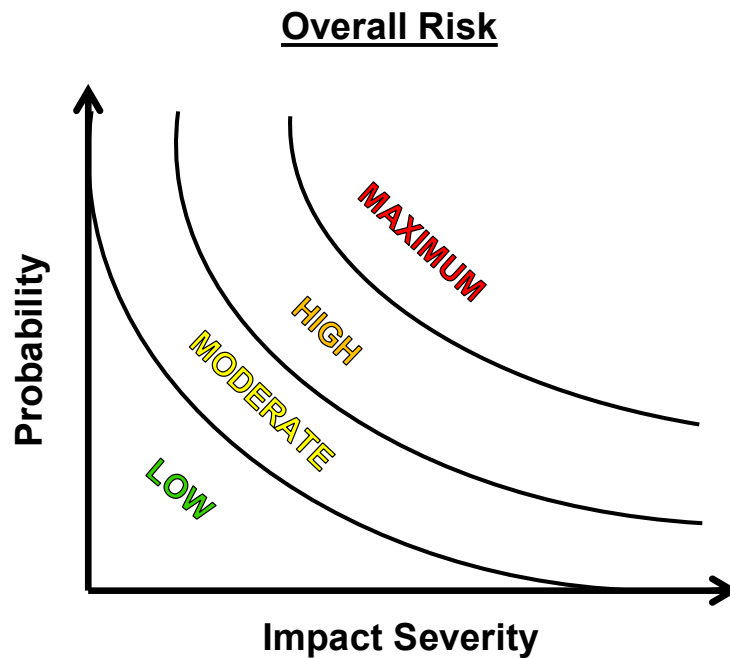
A *hazard* is broadly defined as a situation or condition that can cause or contribute to harm. Examples include fire, medical emergency, vehicle collision, earthquake, flood, etc. *Risk* is broadly defined as the probability of hazard occurrence in combination with the likely severity of resultant impacts to people, property, and the community as a whole.

2.2.1 Risk Assessment Methodology

The methodology used to assess community risk for this Fire Master Plan Update incorporates the following elements:

- ◆ Identification and quantification (to the extent data is available) of the specific values at risk to various hazards within the community or service area.
- ◆ Identification of the fire and non-fire hazards to be evaluated.
- ◆ Determination of the probability of occurrence for each hazard.
- ◆ Identification and evaluation of multiple, relevant impact severity factors for each hazard by planning zone using agency/jurisdiction-specific data and information.
- ◆ Quantification of overall risk for each hazard, based on probability of occurrence in combination with probable impact severity, as shown in Figure 5.

Figure 5—Overall Risk



2.2.2 Risk Assessment Summary

Citygate’s evaluation of the values at risk and hazards likely to impact the District yields the following:

- ◆ Based on available population data, the District serves a rural full-time resident population of less than 500 people per square mile.
- ◆ Transient tourism and weekend and vacationing population, coupled with the full-time resident population, likely exceeds 500 people per square mile in areas such as Pine Mountain Lake and resort destinations located outside the District boundaries.
- ◆ The District has a mix of residential, office, commercial, and other non-residential building occupancies.
- ◆ The District has natural resource values to be protected, as identified in this assessment.

There are varying probabilities of occurrence and probable resultant impact severity associated with the following five hazards relating to services provided by the Department:

1. Building Fire
2. Vegetation/Wildland Fire

3. Medical Emergency
4. Hazardous Materials Release/Spill
5. Technical Rescue

Overall risk for the five hazards ranges from *Low* to *High*, as summarized in Table 6.

Table 7—Overall Risk by Hazard

Hazard	Groveland CSD
Building Fire	Low
Vegetation/Wildland Fire	High
Medical Emergency	High
Hazardous Material	Low
Technical Rescue	Low

2.2.3 Values to be Protected

Broadly defined, *values* are tangibles of significant importance or value to the community or jurisdiction potentially at risk of harm or damage from a hazard occurrence. Values at risk typically include people, critical facilities/infrastructure, buildings, and key economic, cultural, historic, and/or natural resources.

People

Residents, employees, visitors, and travelers through a community or jurisdiction are vulnerable to harm from a hazard occurrence. Particularly vulnerable are specific at-risk populations, including those unable to care for themselves or to self-evacuate in the event of an emergency. At-risk populations typically include children younger than 10 years of age, the elderly, and people housed in institutional settings. Table 8 summarizes key District demographic data.

Groveland Community Services District
2020 Fire Master Plan Update

Table 8—Key Demographic Data – Groveland/Big Oak Flat

Demographic	2017 ¹	Percentage ²
Population	4,500	
Under 10 Years	434	9.65%
10–19 Years	419	9.30%
20–64 Years	2,563	56.95%
65–74 Years	635	14.10%
75 Years and Older	450	10.00%
Median Age	48.6	N/A
Housing Units	3,000	
Owner-Occupied	2,082	69.40%
Renter-Occupied	918	30.60%
Average Household Size	2.27	N/A
Ethnicity		
White	4,095	91.00%
Hispanic (counted as White)	531	11.80%
Native American	180	4.00%
Black / African American	113	2.50%
Asian	90	2.00%
Other	23	0.50%
Education (Population over 24 Years of Age)	3,418	75.95%
High School Graduate	3,103	90.80%
Undergraduate Degree	704	20.60%
Graduate/Professional Degree	256	7.50%
Employment (Population over 15 Years of Age)	3,844	85.42%
In Labor Force	1,849	48.10%
Unemployed	70	3.80%
Population below Poverty Level	612	13.60%
Population without Health Insurance Coverage	297	6.60%

¹ Estimated based on 2013 Tuolumne County LAFCo Municipal Service Review

² Estimated based on U.S. Census Bureau County-wide data (2017)

Of note from Table 8 is:

- ◆ More than 33 percent of the District’s population is under 10 or over 65 years of age.
- ◆ The District’s population is predominantly White (91 percent), followed by Native American (4 percent), Black/African American (2.5 percent), Asian (2 percent), and other ethnic origin (0.5 percent).
- ◆ Of the District population over 24 years of age, more than 90 percent has completed high school or higher.
- ◆ Of the population over 24 years of age, slightly more than 28 percent has an undergraduate, graduate, or professional degree.
- ◆ Nearly half of the population 16 years of age or older is in the workforce; of those, just under 4 percent are unemployed.
- ◆ More than 13.5 percent of the population is below the federal poverty level.
- ◆ Slightly more than 6.5 percent of the population does not have health insurance coverage.

While the District’s population includes both full-time and part-time/vacation residents, the Tuolumne County Visitor’s Bureau estimates that upward of 400,000 vehicles access Yosemite National Park annually by way of Highway 120 through Groveland.

Buildings

The District has an estimated 3,000 housing units,³ as well as a modest inventory of non-residential occupancies including offices, professional services, retail, restaurants/bars, hotels/motels, churches, schools, government facilities, healthcare facilities, and other non-residential uses.

Critical Facilities

Critical facilities typically include structures or other improvements, both public and private, that, due to function, size, service area, or uniqueness, have the potential to cause serious bodily harm, extensive property damage, or disruption of vital socioeconomic activities if damaged or destroyed, or if their functionality is significantly impaired. Critical facilities may include, but are not limited to, health and public safety facilities, utilities, government facilities, hazardous materials sites, or vital community economic facilities.

³ Reference: U.S. Census Bureau data for the Groveland/Big Oak Flat Census Designated Place (CDP)

Groveland Community Services District

2020 Fire Master Plan Update

The 2018 Tuolumne County Multi-Jurisdictional Hazard Mitigation Plan (MJHMP) and the Department identify a total of 13 critical facilities within the District as summarized in Table 9. A hazard occurrence with significant impact severity affecting one or more of these facilities would likely adversely impact critical public or community services.

Table 9—Critical Facilities – Groveland Community Services District

Critical Facility Category	Number of Facilities
Economic	0
Education	2
Emergency Services	4
Government	2
Hazardous Materials	0
Health and Medical Services	0
Transportation Infrastructure	1
Utilities	2
Other	2
Total	13

Reference: 2018 Tuolumne County Multi-Jurisdictional Hazard Mitigation Plan, Section VI-D; and District Fire Department

Natural Resources

Natural resources at risk include the Tuolumne River watershed. Although not within the District, any wildland fire also has the potential to impact the adjacent Stanislaus National Forest.

2.2.4 Hazard Identification

The 2018 Tuolumne County Multi-Jurisdictional Hazard Mitigation Plan (MJHMP) identifies the following seven hazards, including probability of occurrence and severity.

Table 10—2018 Tuolumne County MJHMP Hazard Probability and Severity

	Hazard	Probability	Severity
1	Earthquake	Low	High
2	Flooding	Medium	Low
3	Landslide / Sinkholes	Low	Low
4	Volcano	Medium	Low
5	Wildfire	High	High
6	Extreme Weather	Medium	Medium
7	Hazardous Materials	Low	Medium

Reference: 2018 Tuolumne County Multi-Jurisdictional Hazard Mitigation Plan, Section V Risk Assessment

Although the District has no legal authority or responsibility to mitigate any of these hazards other than perhaps wildfire, the Department provides services related to each of these hazards, including fire suppression, emergency medical services, and initial hazardous materials and technical rescue response.

The Commission on Fire Accreditation International (CFAI) groups hazards into fire and non-fire categories, as shown in Figure 6. Identification, qualification, and quantification of the various fire and non-fire hazards are important factors in evaluating how resources are or can be deployed to mitigate those risks.

Figure 6—CFAI Hazard Categories

Fire	EMS	Hazardous Materials	Technical Rescue	Disasters
One and Two Family Residential Structures	Medical Emergencies	Transportation	Confined Space	Natural
Multi-Family Structures	Motor Vehicle Accidents		Water Rescue	
Commercial Structures		Other	High and Low Angle	Man Made
Mobile Property	Fixed Facilities		Structural Collapse and Trench Rescue	
Wildland				

Source: CFAI *Standards of Cover* (Fifth Edition)

Subsequent to evaluation of the hazards identified in the 2018 Tuolumne County MJHMP, and the fire and non-fire hazards as identified by the CFAI as they relate to services provided by the Department, Citygate evaluated the following five hazards for this risk assessment:

1. Building Fire
2. Vegetation/Wildland Fire
3. Medical Emergency
4. Hazardous Materials Release/Spill
5. Technical Rescue

2.2.5 Probability of Occurrence

Probability of occurrence refers to the likelihood of a future hazard occurrence during a specific period. Because the CFAI agency accreditation process requires annual review of an agency’s risk assessment and baseline performance measures, Citygate recommends using the 12 months following completion of an SOC study as an appropriate period for the probability of occurrence

evaluation. Table 10 describes the five probability of occurrence categories and related scoring criteria used for this analysis.

Table 11—Probability of Occurrence Scoring Criteria

Score	Probable Occurrence	Description	General Criteria	Average Frequency
0–1.0	Very Low	Improbable	Hazard occurrence is <i>unlikely</i>	Annually or less
1.1–2.0	Low	Rare	Hazard <i>could occur</i>	1–4 times per year
2.1–3.0	Moderate	Infrequent	Hazard <i>should occur</i> infrequently	Bi-monthly to monthly
3.1–4.0	High	Likely	Hazard is <i>likely to occur</i> regularly	Bi-weekly to weekly
4.1–5.0	Very High	Frequent	Hazard is <i>expected</i> to occur frequently	Several times per week or more

Citygate’s risk assessments use recent multiple-year hazard response data to determine the probability of hazard occurrence for the ensuing 12-month period.

2.2.6 Impact Severity

Impact severity refers to the extent a hazard occurrence impacts people, buildings, lifeline services, the environment, and the community as a whole. Table 12 describes the five impact severity categories and related scoring criteria used for this analysis.

Table 12—Impact Severity Scoring Criteria

Score	Impact Severity	General Criteria
0–1.0	Insignificant	<ul style="list-style-type: none"> • No serious injuries or fatalities • Few persons displaced for only a short duration • No or inconsequential damage • No or very minimal disruption to community • No measurable environmental impacts • Little or no financial loss
1.25–2.0	Minor	<ul style="list-style-type: none"> • Some minor injuries; no fatalities expected • Some persons displaced for less than 24 hours • Some minor damage • Minor community disruption; no loss of lifeline services • Minimal environmental impacts with no lasting effects • Minor financial loss
2.25–3.0	Moderate	<ul style="list-style-type: none"> • Some hospitalizations/fatalities possible • Localized displacement of persons for up to 24 hours • Localized damage • Normal community functioning with some inconvenience • Minor loss of lifeline services • Some environmental impacts with no lasting effects, or small environmental impact with long-term effect • Moderate financial loss
3.25–4.0	Major	<ul style="list-style-type: none"> • Multiple hospitalization/fatalities possible • Displacement of multiple people for more than 24 hours likely • Significant damage requiring external resources • Community services disrupted; some lifeline services potentially unavailable • Some environmental impacts with long-term effects • Significant financial loss
4.25–5.0	Catastrophic	<ul style="list-style-type: none"> • Large number of severe injuries and fatalities expected • Local/regional hospitals impacted • Large number of persons displaced for an extended duration • Extensive damage • Widespread loss of critical lifeline services • Community unable to function without significant support • Significant environmental impacts and/or permanent environmental damage • Catastrophic financial loss

2.2.7 Overall Risk

Overall hazard risk is determined by multiplying the *probability of occurrence score* by the *impact severity score*. The resultant total score determines the overall *risk ranking*, as described in Table 13.

Table 13—Overall Risk Score and Rating

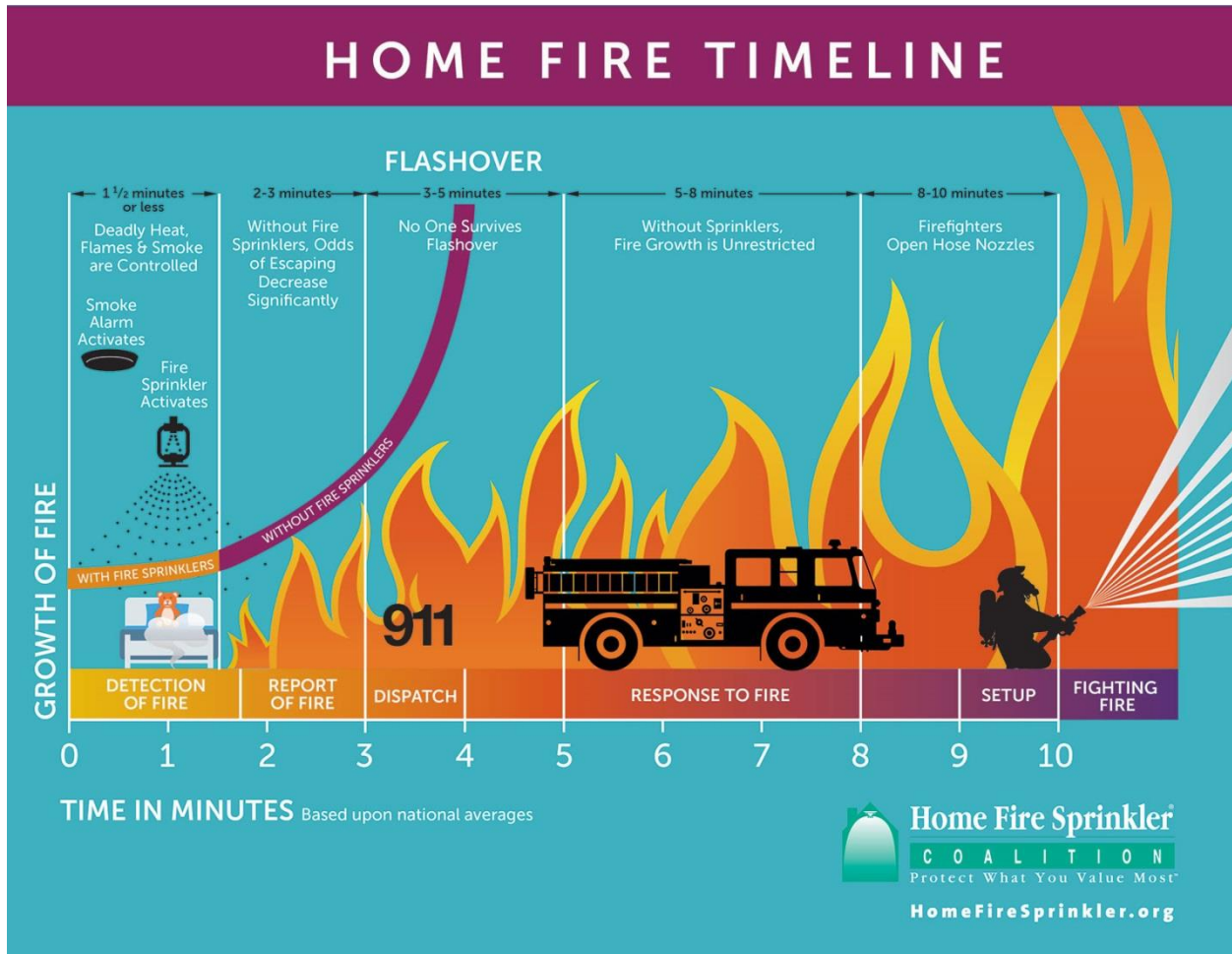
Overall Risk Score	Overall Risk Rating
0–5.99	LOW
6.0–11.99	MODERATE
12.0–19.99	HIGH
20.0–25	MAXIMUM

2.2.8 Building Fire Risk

One of the primary hazards in any community is building fire. Building fire risk factors include building density, size, age, occupancy, and construction materials and methods, as well as the number of stories, the required fire flow, the proximity to other buildings, built-in fire protection/alarm systems, an available fire suppression water supply, building fire service capacity, fire suppression resource deployment (distribution/concentration), staffing, and response time.

Figure 7 illustrates the building fire progression timeline and shows that flashover, which is the point at which the entire room erupts into fire after all the combustible objects in that room reach their ignition temperature, can occur as early as 3:00 to 5:00 minutes from the initial ignition. Human survival in a room after flashover is extremely improbable.

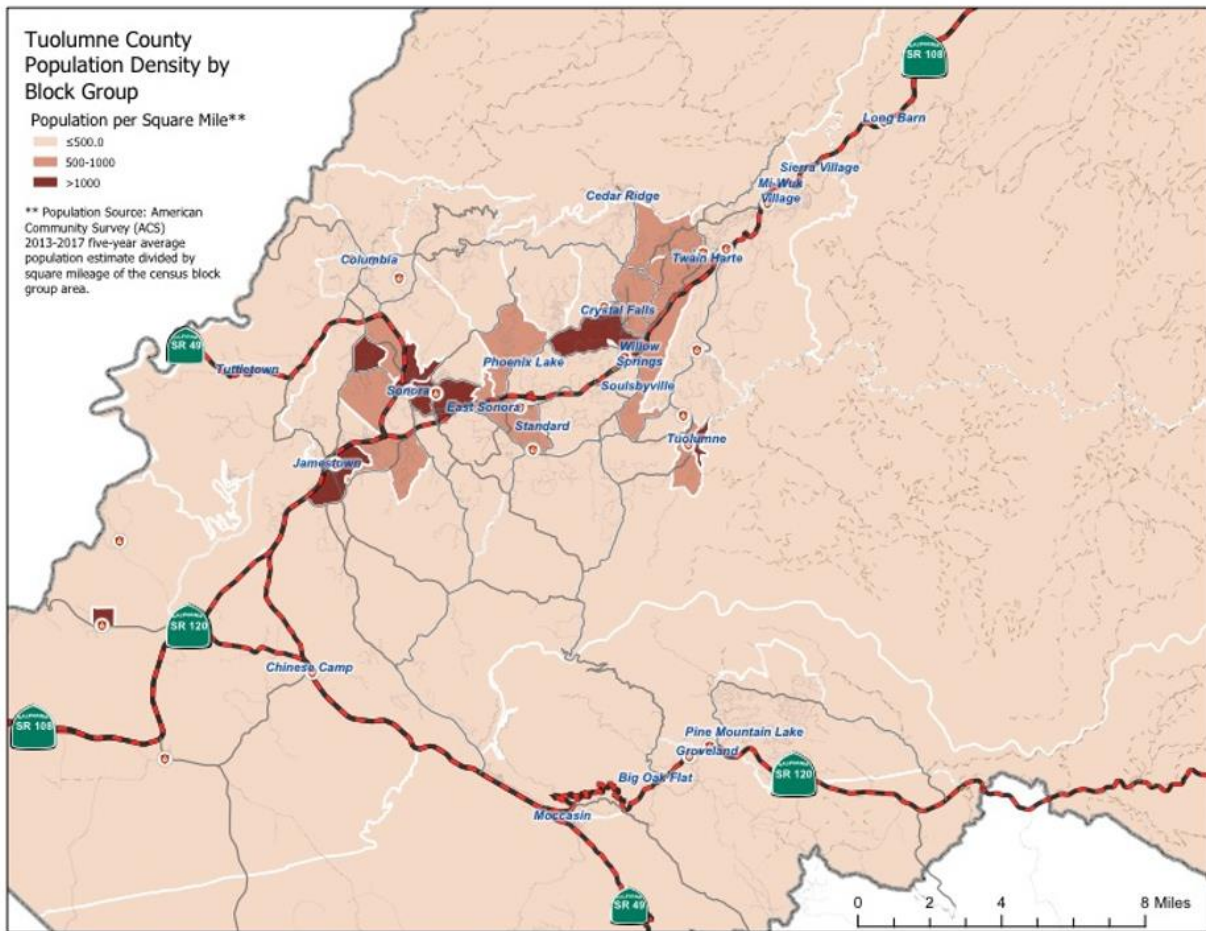
Figure 7—Building Fire Progression Timeline



Population Density

Population density within the District is less than 500 people per square mile, as illustrated in Figure 8. Population density in the current and likely future proposed resort facilities outside the District could exceed 500 per square mile. Although risk analysis across a wide spectrum of other Citygate clients shows no direct correlation between population density and building fire occurrence, it is reasonable to conclude that building fire risk relative to potential impact on human life is greater as population density increases, particularly in areas with high density, multiple-story buildings.

Figure 8—Population Density



Water Supply

A reliable public water system providing adequate volume, pressure, and flow duration in close proximity to all buildings is a critical factor in mitigating the potential impact severity of a community’s building fire risk. Potable water service is provided by the District, and according to Department staff, available fire flow is adequate in the areas with fire hydrants. No public water supply or fire hydrant systems are currently available or planned for the Evergreen, Rush Creek, Terra Vi, and Yosemite Under Glass resort areas east of the District along the Highway 120 corridor.

Building Fire Service Demand

Table 14 summarizes building fire service demand over the three-year study period from January 1, 2016 through December 31, 2018.

Table 14—Building Fire Service Demand

Risk	Year	Groveland CSD	Percent of Total Service Demand
Building Fire	2016	3	0.45%
	2017	3	0.51%
	2018	3	0.52%
Total		9	0.49%

Source: District Fire Department incident data

As Table 13 shows, building fire service demand has been consistent and very low over the three-year study period, which is typical of other Citygate client jurisdictions of similar size and demographics.

Building Fire Risk Evaluation

Table 14 summarizes Citygate’s scoring of building fire probability based on recent historic building fire service demand from Table 13, probable impact severity, and overall risk.

Table 15—Building Fire Risk Scoring

Building Fire	Groveland CSD
Probability Score	1.0
Impact Severity Score	3.0
Overall Risk Score	3.0
Overall Risk Rating	Low

2.2.9 Vegetation/Wildland Fire Risk

Factors influencing vegetation/wildland fire risk include vegetative fuel features, weather, topography, fire history, service capacity, water supply, wildland risk mitigation measures, and vegetation/wildland fire service demand.

Vegetative Fuels

Vegetative fuel factors influencing fire intensity and spread include fuel type (vegetation species), height, arrangement, density, and moisture. Vegetative fuels within the District consist of a mix of annual grasses and weeds, brush, and deciduous and conifer tree species. Once ignited, vegetation/wildland fires can burn intensely and contribute to rapid fire spread under the right fuel, weather, and topographic conditions.

Weather

Weather elements, including temperature, relative humidity, wind, and lightning, also affect vegetation/wildland fire potential and behavior. High temperatures and low relative humidity dry out vegetative fuels, creating a situation where fuels will ignite more readily and burn more intensely. Wind is the most significant weather factor influencing vegetation/wildland fire behavior. Summer weather in Tuolumne County includes temperatures averaging in the 90°s with northwesterly winds that can significantly influence wildland fire behavior and spread.

Topography

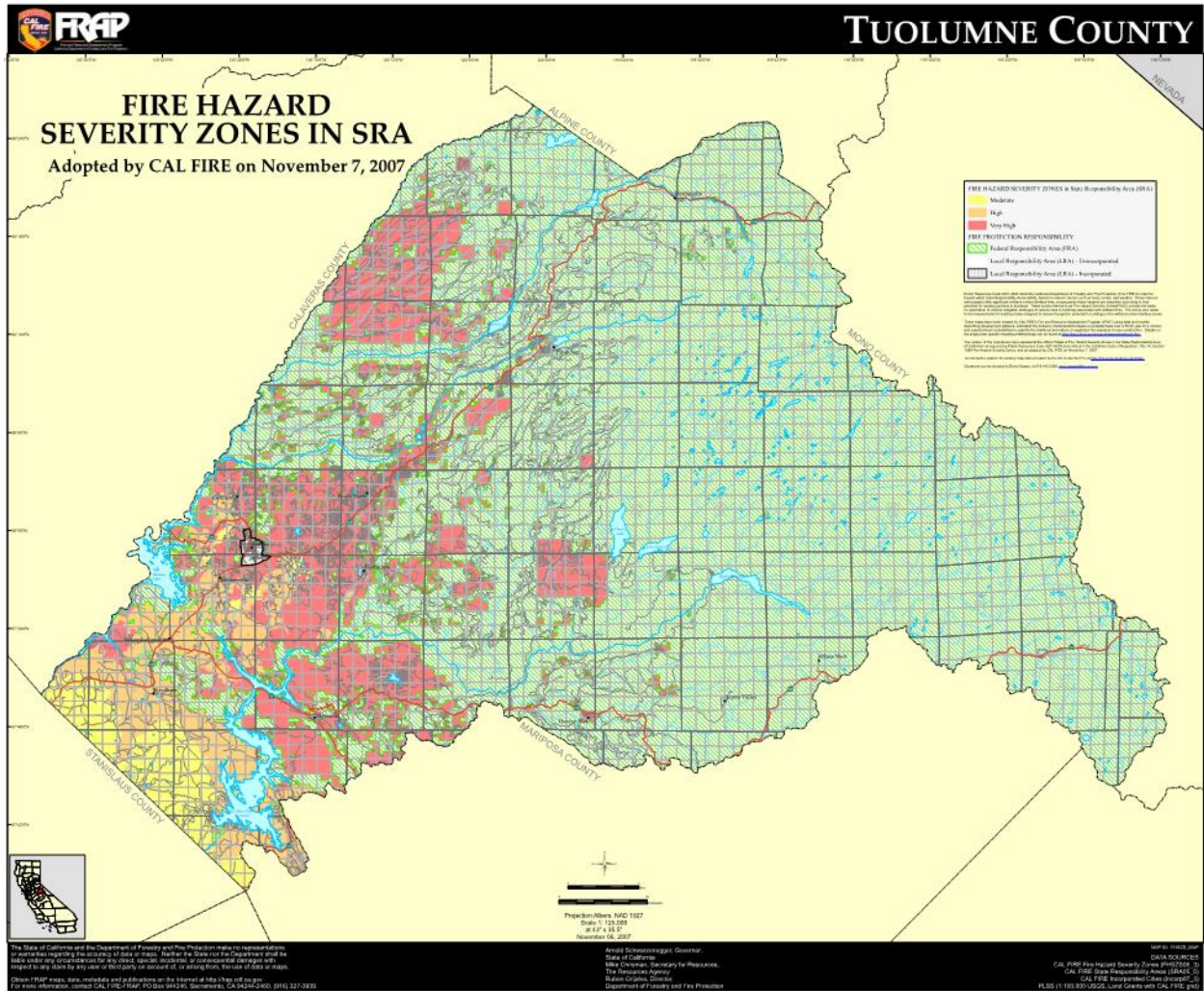
The District's topography can significantly influence vegetation/wildland fire behavior and spread, as fires tend to burn more intensely and spread faster when burning uphill and up-canyon, except for a wind-driven downhill or down-canyon fire.

Wildland Fire Hazard Severity Zones

The California Department of Forestry and Fire Protection (CAL FIRE) designates wildland Fire Hazard Severity Zones (FHSZ) throughout the state based on analysis of multiple wildland fire hazard factors and modeling of potential wildland fire behavior. For State Responsibility Areas (SRAs) where CAL FIRE has fiscal responsibility for wildland fire protection, CAL FIRE designates Moderate, High, and Very High FHSZs by county, as shown in Figure 9 for Tuolumne County. Note that the *entire District* is within a *Very High* FHSZ.

Groveland Community Services District
 2020 Fire Master Plan Update

Figure 9—SRA Fire Hazard Severity Zones – Tuolumne County



Wildland Fire History⁴

Tuolumne County has a history of significant wildland fires as summarized in Table 16.

Table 16—Significant Wildland Fires in Tuolumne County

Fire Name	Year	Acres Burned	Buildings Damaged or Destroyed
Stanislaus Complex	1987	145,950	28
Old Gulch	1992	18,000	54
Keystone	1996	7,000	20
Darby	2001	14,280	0
Copperopolis	2004	3,444	1
Pattison	2004	2,676	17
Tuolumne	2004	750	0
Pedro	2006	1,997	0
LaGrange	2008	3,445	0
Vernon	2010	909	0
Pinecrest	2010	799	0
Seven	2012	840	0
Power	2013	1,070	0
Rim	2013	257,314	112
Marshes	2016	1,080	0

Source: 2018 Tuolumne County Multi-Jurisdictional Hazard Mitigation Plan Update, Section 5

Water Supply

Another vegetation/wildland fire impact severity factor is water supply immediately available for fire suppression in areas where vegetation/wildland fires are likely to occur. According to Department staff, adequate fire flow is generally available throughout the inhabited areas of the District, and water tenders are dispatched to provide additional water supply for vegetation/wildland fires.

Wildland Risk Mitigation

The District regularly utilizes CAL FIRE crews for wildland fuel reduction projects, including construction of a 111-acre shaded fuel break to be constructed in 2020. In addition, the Pine

⁴ Reference: 2018 Tuolumne County Multi-Jurisdictional Hazard Mitigation Plan Update

Mountain Lake Association (PMLA) has adopted wildland fire safety policies and procedures under the Pine Mountain Lake Fire Safety Plan that includes minimum wildland fire safety clearances around structures as identified in California Public Resources Code Sections 4291 et seq. and California Code of Regulations Section 1299.01 et seq. The PMLA inspects all properties annually or upon receipt of a fire safety complaint and has enforcement policies/procedures in place to ensure abatement.

Vegetation/Wildland Fire Service Demand

Table 16 summarizes the District’s vegetation/wildland fire service demand over the three-year study period.

Table 17—Vegetation/Wildland Fire Service Demand

Risk	Year	Groveland CSD	Percent of Total Service Demand
Vegetation/Wildland Fire	2016	11	1.64%
	2017	5	0.85%
	2018	4	0.70%
Total		20	1.10%

Source: District Fire Department incident data

As Table 16 illustrates, vegetation/wildland fire service demand has been very low over the three-year study period, with 20 incidents comprising 1.1 percent of total service demand. Although recent service demand has been very low, the probability of a vegetation/wildland fire remains high within the District as evidenced by the recent fire history in Table 16.

Vegetation/Wildland Fire Risk Evaluation

Table 17 summarizes Citygate’s scoring of vegetation/wildland fire probability based on historic service demand from Table 16 and recent regional wildland fire history, probable impact severity, and overall risk.

Table 18—Vegetation/Wildland Fire Risk Scoring

Vegetation/Wildland Fire	Groveland CSD
Probability Score	3.0
Impact Severity Score	4.0
Overall Risk Score	12.0
Overall Risk Rating	High

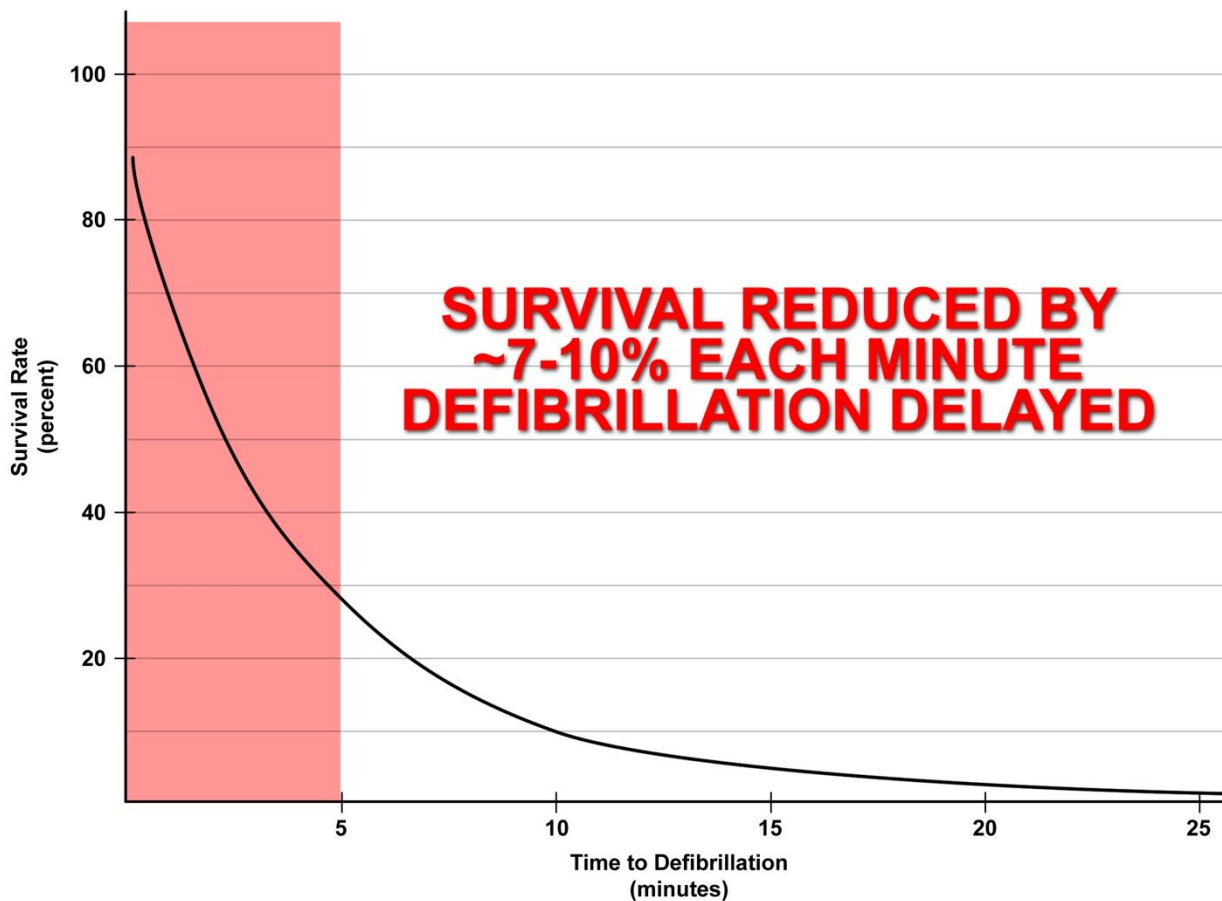
2.2.10 Medical Emergency Risk

Medical emergency risk in most communities is predominantly a function of population density, demographics, violence, health insurance coverage, and vehicle traffic.

Medical emergency risk can also be categorized either as a medical emergency resulting from a health-related condition or event or as a traumatic injury. One serious medical emergency is cardiac arrest or some other event where there is an interruption or blockage of oxygen to the brain.

Figure 10 illustrates the reduced survivability of a cardiac arrest victim as time to defibrillation increases. While early defibrillation is one factor in cardiac arrest survivability, other factors can influence survivability as well, such as early CPR and pre-hospital advanced life support interventions.

Figure 10—Survival Rate versus Time to Defibrillation



Source: www.suddencardiacarrest.com

Population Density

Because medical emergencies involve people, it seems logical that higher population densities generate higher medical emergency service demand than lower population densities. In Citygate’s experience, this is particularly true for urban population densities. As illustrated in Figure 8, population density in the study area is fewer than 500 people per square mile; however, according to District staff, more than 50 percent of the Pine Mountain Lake subdivision units are second homes and/or vacation rentals, resulting in a higher population density in that area during summer months and other weekends and holidays.

Demographics

Medical emergency risk tends to be higher among older, poorer, less educated, and uninsured populations. According to the U.S. Census Bureau, slightly more than 24 percent of the population is 65 and older; 13.6 percent is at or below poverty level; slightly more than 9 percent over 24 years of age have less than a high school diploma or equivalent; and 6.6 percent do not have health insurance coverage.⁵

Vehicle Traffic

Medical emergency risk tends to be higher in those areas of a community with high daily vehicle traffic volume, particularly those areas with high traffic volume traveling at high speeds. The transportation network within the District includes State Route 120, which carries an aggregate annual average daily traffic volume of 8,600 vehicles, with more than 1,000 at peak-hour traffic.⁶

Medical Emergency Service Demand

Table 18 summarizes the District’s medical emergency service demand for the three-year study period.

Table 19—Medical Emergency Service Demand

Risk	Year	Groveland CSD	Percent of Total Service Demand
Medical Emergency	2016	320	47.76%
	2017	369	62.86%
	2018	362	63.18%
Total		1,051	57.43%

Source: District Fire Department incident data

⁵ Source: U.S. Census Bureau (2016) data for Tuolumne County

⁶ Source: California Department of Transportation (2017 data)

As Table 19 shows, medical emergency service demand has been consistent over the past three calendar years, representing more than half of all calls for service, which is typical of other California jurisdictions of similar size and demographics.

Medical Emergency Risk Evaluation

Table 19 summarizes Citygate’s scoring of medical emergency probability based on recent historic service demand from Table 19, probable impact severity, and overall risk.

Table 20—Medical Emergency Risk Scoring

Medical Emergency	Groveland CSD
Probability Score	4.25
Impact Severity Score	3.0
Overall Risk Score	12.75
Overall Risk Rating	High

2.2.11 Hazardous Material Risk

Hazardous material risk factors include fixed facilities that store, use, or produce hazardous chemicals or waste; underground pipelines conveying hazardous materials; aviation, railroad, maritime, and vehicle transportation of hazardous materials into or through a jurisdiction; vulnerable populations; emergency evacuation planning and related training; and specialized hazardous material service capacity.

The District has a small number of facilities requiring a state or county hazardous material operating permit or Hazardous Materials Business Plan, including the Community Services District, Pine Mountain Lake Airport, and a few other small businesses or facilities.

Transportation-related hazardous material risk includes vehicles transporting hazardous materials into, from, or through a jurisdiction. State Highway 120 carries more than 200 trucks daily⁷ into or through the District, some of which transport hazardous materials.

Population Density

Because hazardous material emergencies have the potential to adversely impact human health, it is logical that the higher the population density, the greater the potential population exposed to a hazardous material release or spill. As illustrated in Figure 8, population density throughout the

⁷ Reference: U.S. Department of Transportation, Federal Railroad Administration (2017 data)

District is less than 500 people per square mile. Population density in the current and likely future proposed resort facilities outside the District could exceed 500 per square mile.

Vulnerable Populations

Persons vulnerable to a hazardous material release/spill include those individuals or groups unable to self-evacuate, generally including children under the age of 10, the elderly, and persons confined to an institution or other setting where they are either physically unable to or otherwise prevented from self-evacuating, and those with special access or functional needs. As Table 8 shows, one-third of the District’s population is under age 10 or is 65 years of age and older.

Emergency Evacuation Planning, Training, Implementation, and Effectiveness

Another significant hazardous material impact severity factor is a jurisdiction’s shelter-in-place / emergency evacuation planning and training. In the event of a hazardous material release or spill, time can be a critical factor in notifying potentially affected persons, particularly at-risk populations, to either shelter-in-place or evacuate to a safe location. Essential to this process is an effective emergency plan that incorporates one or more mass emergency notification capabilities, as well as pre-established evacuation procedures. It is also essential to conduct regular, periodic exercises involving these two emergency plan elements to evaluate readiness and to identify and remediate any planning and/or training gaps to ensure ongoing emergency incident readiness and effectiveness.

The Tuolumne County Citizen Alert Notification System is a free, subscription-based, mass emergency notification system operated by the Tuolumne County Sheriff’s Office that can provide emergency alerts, notifications, and other emergency information to email accounts, cell phones, tablets, and landline telephones.

Hazardous Material Service Demand

Table 21 summarizes the District’s hazardous material service demand over the three-year study period.

Table 21—Hazardous Material Service Demand

Risk	Year	Groveland CSD	Percent of Total Service Demand
Hazardous Material	2016	1	0.15%
	2017	0	0.00%
	2018	0	0.00%
Total		1	0.05%

Source: District Fire Department incident data

As Table 20 shows, hazardous material service demand has been extremely minimal over the three-year study period with just a single incident.

Hazardous Materials Risk Evaluation

Table 21 summarizes Citygate’s scoring of a hazardous material leak or spill probability based on recent historic service demand from Table 20, probable impact severity, and overall risk.

Table 22—Hazardous Material Risk Scoring

Hazardous Material	Groveland CSD
Probability Score	0.5
Impact Severity Score	3.0
Overall Risk Score	1.50
Overall Risk Rating	Low

2.2.12 Technical Rescue Risk

Technical rescue risk factors include active construction projects; structural collapse potential; confined spaces, such as tanks and underground vaults; bodies of water and rivers or streams; industrial machinery; transportation volume; and earthquake, flood, and landslide potential.

Construction Activity

There is minimal significant ongoing residential, commercial, industrial, and/or infrastructure construction activity occurring within the District.

Confined Spaces

There are a minimal number of confined spaces within the District, including tanks, vaults, open trenches, etc.

Waterways and Bodies of Water

There are multiple waterways and bodies of water within the District, including Pine Mountain Lake, Big Creek, and other smaller waterways and bodies of water.

Transportation Volume

Another factor is transportation-related incidents requiring technical rescue. This risk factor is primarily a function of vehicle traffic within and through the District, with State Highway 120 carrying an aggregate average of 8,600 vehicles daily. General aviation traffic into and from the Pine Mountain Lake Airport is an additional risk factor.

Earthquake Risk⁸

Tuolumne County has only one active seismic fault, the New Melones fault, which transects the County running roughly north to south along the western boundary and is part of the Foothill fault system which runs along the west base of the Sierra Nevada mountain range. The estimated maximum capability for this fault is magnitude 6.5. In addition to the New Melones fault, the Foothill fault system also contains four “capable” faults located in Tuolumne County, including Negro Jack Point, Bowie Flat, Rawhide Flat West, and Rawhide Flat East.

Only five earthquakes have occurred in or within 50 miles of Tuolumne County over the last century with a recorded magnitude of 3.5 or greater, and the U.S. Geological Service (USGS) database shows that there is only a 28 percent chance of a magnitude 7.0 or greater (major) earthquake occurring within the next 50 years, and the probability of a magnitude 5.0 (moderate) earthquake is less than 15 percent.

Flood Risk⁹

No portion of the District lies within a flood hazard area as designated by the Federal Emergency Management Agency (FEMA). There are two dams within the District, including Big Creek and the District wastewater treatment pond, that would cause flooding impacting some District properties in the event of a partial or complete failure.

Technical Rescue Service Demand

Table 23 summarizes the District’s technical rescue service demand over the three-year study period.

Table 23—Technical Rescue Service Demand

Risk	Year	Groveland CSD	Percent of Total Service Demand
Technical Rescue	2016	1	0.15%
	2017	1	0.17%
	2018	0	0.00%
Total		2	0.11%

Source: District Fire Department incident data

⁸ Reference: 2018 Tuolumne County Multi-Jurisdictional Hazard Mitigation Plan, Section V

⁹ Reference: 2018 Tuolumne County Multi-Jurisdictional Hazard Mitigation Plan, Annex B—Groveland CSD

As Table 23 shows, technical rescue service demand is very low comprising only two incidents over the three-year study period.

Technical Rescue Risk Evaluation

Table 24 summarizes Citygate’s scoring of technical rescue probability based on recent historic service demand from Table 23, probable impact severity, and overall risk.

Table 24—Technical Rescue Risk Scoring

Technical Rescue	Groveland CSD
Probability Score	0.5
Impact Severity Score	2.50
Overall Risk Score	1.25
Overall Risk Rating	Low

2.3 DISTRICT FIRE DEPARTMENT

2.3.1 Overview

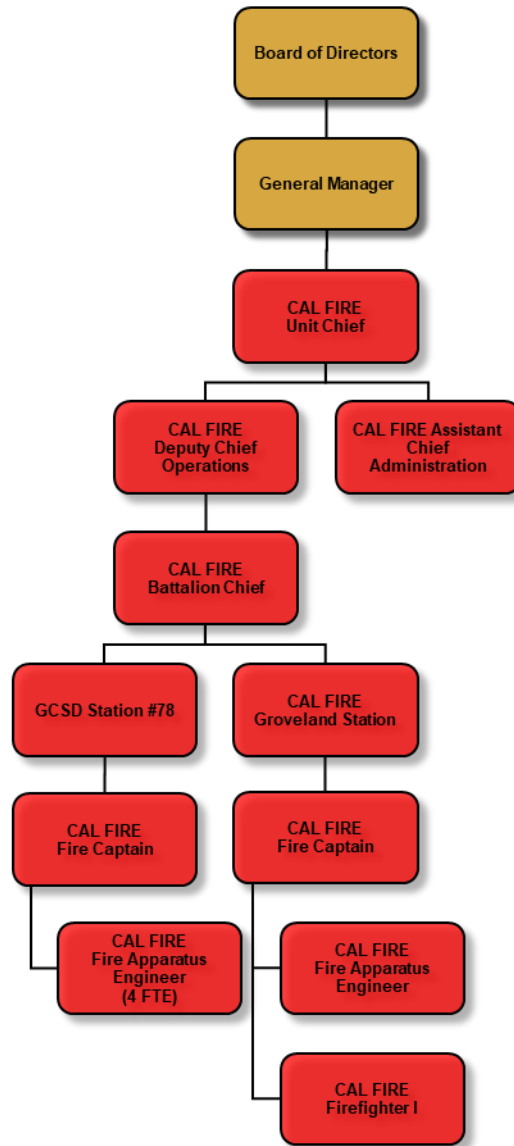
The District contracts with CAL FIRE to staff, manage, and operate its Fire Department through a Cooperative Fire Services Agreement, which funds two career CAL FIRE personnel on duty daily at District Fire Station #78, and two CAL FIRE personnel on duty daily at the CAL FIRE Groveland Station during the non-fire season months.¹⁰ During the remainder of the year, CAL FIRE funds two wildland fire engines staffed with three personnel each at its Groveland Station approximately one mile west of District Station #78.

2.3.2 Organization

The Department, operating under authority of California Government Code Section 61000 et seq. (Community Service District Law), provides fire suppression, rescue, and Basic Life Support (BLS) pre-hospital emergency medical services with CAL FIRE contract personnel organized as shown in Figure 11.

¹⁰ Generally November 1 – April 30

Figure 11—Department Organization Chart



2.3.3 Service Capacity

Service capacity refers to an agency’s available response force; the size, types, and condition of its response fleet and any specialized equipment; core and specialized performance capabilities and competencies; resource distribution and concentration; availability of automatic and/or mutual aid; and any other agency-specific factors influencing the agency’s ability to meet current and prospective future service demand relative to the risks to be protected.

The Department’s service capacity for building fire, wildland fire, medical emergency, initial hazardous material, and technical rescue risk consists of a minimum daily on-duty response force

of two personnel staffing a Type-1 structural fire engine from the District fire station. During the summer wildland fire season,¹¹ this capacity is increased to include one or both of the Type-3 wildland engines, staffed with a minimum of three personnel each, from the CAL FIRE Groveland Station approximately one mile west of District Fire Station #78, as available. During the non-fire season, the District has an Amador Plan Agreement with CAL FIRE to serve the District with a Type-3 wildland engine staffed with two personnel from the CAL FIRE Groveland Station. The two CAL FIRE Groveland Station engines respond to an average of 80 calls each per year within the District.

Prior to 2013, the Department had a small and declining number of volunteer firefighters; however, given the Groveland community demographics and overall loss of volunteers nationwide, the District, like many other similar rural jurisdictions, has had to find ways to fund full-time and/or part-time firefighters to ensure a timely response to emergency incidents within the community. In January 2020, as recommended in the 2007 Fire Master Plan and in response to having no volunteer firefighters since 2013, the District Board of Directors authorized implementation of a Volunteer Resident Firefighter Program to provide supplemental daily response staffing.

In addition, all areas of Tuolumne County outside of the City of Sonora, the Stanislaus National Forest, and Yosemite National Park are designated as State Responsibility Areas (SRA) as defined in California Public Resources Code Sections 4126-4127, where the CAL FIRE has fiscal responsibility for wildland fire protection. The CAL FIRE Tuolumne-Calaveras Unit, with administrative headquarters in San Andreas, provides wildland fire protection for Tuolumne and Calaveras counties with 22 fire engines deployed from 15 fire stations, two bulldozers, eight fire hand crews, one helicopter, and two air tankers. In addition to any local fire agency response, a medium dispatch level¹² CAL FIRE response includes six engines, two Hand Crews, one bulldozer, one Air Attack, two Air Tankers, one Helicopter, and one Battalion Chief, with an estimated 30:00-minute ERF response time to Groveland.

All District response personnel are trained and certified to provide BLS pre-hospital emergency medical care, and most are trained and certified to the Emergency Medical Technician (EMT)-level. Advanced Life Support (ALS) pre-hospital emergency medical care and ground ambulance service is provided by the Manteca District Ambulance through a cooperative agreement with Tuolumne County and the Tuolumne County Ambulance Service (TCAS). TCAS stations an ambulance in the Groveland Area that is partially funded through a tax measure. Air ambulance service, when needed, is provided by the California Highway Patrol, or PHI from the Columbia

¹¹ Wildland fire season in Tuolumne County is generally May 1 – October 30 depending on weather conditions.

¹² CAL FIRE utilizes a three-tiered initial response plan for wildland fires based on weather factors: low, medium, and high dispatch levels with an increased number of resources dispatched for each correspondingly higher dispatch level.

Groveland Community Services District

2020 Fire Master Plan Update

airport. The nearest hospital with emergency room services is Adventist Health in Sonora, and the nearest trauma center is at Sutter Health Memorial Medical Center in Modesto.

All response personnel are further trained to the U.S. Department of Transportation Hazardous Material First Responder Operational (FRO) level to provide initial hazardous material incident assessment, hazard isolation, and support for a hazardous material response team. The nearest technical hazardous materials response capacity is available through mutual aid from the Stanislaus County Hazardous Materials Response Team in Modesto.

Response personnel are also trained to the Confined Space Awareness level as required by the California Occupational Safety and Health Administration (Cal/OSHA), as well as low-angle rope rescue. Search and rescue, and low- and high-angle rope rescue services are also available from the Tuolumne County Sherriff’s Department Search and Rescue Team.

2.3.4 Current Deployment

Facilities, Resources, and Staffing

The Department provides services from one District fire station with a daily response force of two personnel as summarized in Table 25. The District also has an Amador Plan contract with CAL FIRE that provides a two-person CAL FIRE engine from the CAL FIRE Groveland Station approximately one mile west during the winter months. The CAL FIRE Groveland Station also responds to emergency incidents within the District during the summer wildland fire season as available. Response personnel work a 72/96-hour shift schedule of three consecutive 24-hour days on duty, followed by four consecutive days off.

Table 25—Department Facilities, Resources, and Staffing

Station	Address	Assigned Resources	Resource Type	Minimum Staffing	
				Fire Season 5/1–10/30	Non-Fire Season 11/1–4/30
Groveland CSD Station 78	18930 State Highway 120 Groveland, CA	E-781¹ E-787 E-788	Type-1 Engine Type-1 Engine (Reserve) Type-2 Engine	2	2
CAL FIRE Groveland Station	11300 Merrill Road Groveland, CA	E-4466 E-4476	Type-3 Engine Type-3 Engine	3 3	2
Total Daily Staffing				8	4

Source: District Fire Department

¹ **Bold font** indicates staffed apparatus

Groveland Community Services District

2020 Fire Master Plan Update

The Department is a signatory to the Tuolumne County Mutual Aid Plan and the State of California Master Mutual Aid Agreement. Under the County Plan, every fire agency agrees to provide free assistance to any other County fire agency upon request as available. For the District, however, given its remote location at the top of Priest Grade, there are no mutual aid resources available within approximately 20–30 minutes travel time other than the CAL FIRE Groveland Station resources, if available. In addition, the District is signatory to the Automatic/Mutual Aid Agreement between Tuolumne County, Mariposa County, and Stanislaus Consolidated Fire, as well as an Assistance-by-Hire Agreement with the CAL FIRE Tuolumne-Calaveras Unit.

Response Plan

The Department provides all-risk first response services to the people and facilities they protect including fire suppression; pre-hospital BLS emergency medical services (EMS); initial hazardous material and technical rescue response; and other non-emergency services, including fire prevention, community safety education, and other related services.

The CAL FIRE Tuolumne-Calaveras Unit Emergency Command Center (ECC), which provides dispatch services for the District under its Schedule A contract, utilizes a best practice-based tiered response plan for different types of incident responses by utilizing its computer-aided dispatch (CAD) system to select and dispatch the closest and most appropriate resource type(s) pursuant to the County-wide response plan, as summarized in Table 26.

Table 26—Response Plan by Major Incident Type

Incident Type	Resources Dispatched	Total Personnel
Single-Patient EMS	1 Engine + Ambulance	4
Vehicle Fire	3 Engines + Battalion Chief	7/9 ¹
Residential Building Fire	4 Engines, 3 Water Tenders, Breathing Support, Battalion Chief, Safety Officer	14/17 ¹
Wildland Fire (Medium)	8 Engines, Air Attack, 2 Air Tankers, 1 Copter, 2 Fire Crews, 1 Dozer, 3 Water Tenders, Battalion Chief, Safety Officer	70
Rescue	3 Engines, Battalion Chief, Safety Officer	8/10 ¹
Hazardous Material	2 Engines	4/5 ¹

Source: District Fire Department

¹ Depending on time of year

Finding #3: The District Fire Department and CAL FIRE Emergency Command Center utilize a standard response plan that considers risk and establishes an appropriate initial response for each incident type. Each call for service receives the combination of engines, specialty units, and command officers customarily needed to effectively control that type of incident based on each agency's experience.

Operational Response Objectives/Policies

Nationally recognized standards and best practices suggest using several incremental measurements to define response time. Ideally, the clock start time is when the 9-1-1 dispatcher receives the emergency call. In some cases, the call must then be transferred to a separate fire dispatch center. In this setting, the response time clock starts when the fire dispatch center receives the 9-1-1 call into its computer-aided dispatch (CAD) system. Response time increments include dispatch center call processing, and crew alerting (call processing/dispatch time), response unit boarding (commonly called crew turnout time), and actual driving (travel) time.

NFPA Standard 1710,¹³ a recommended deployment standard for *career* fire departments in urban/suburban population density areas, recommends initial (first-due) intervention units arrive within a 4:00-minute travel time and recommends arrival of all the resources comprising a multiple-unit response Effective Response Force (ERF), or First Alarm, within 8:00 minutes travel time, at 90 percent or better reliability. NFPA Standard 1720,¹⁴ a recommended standard for predominantly *volunteer* fire departments, recommends initial unit arrival within 14:00 minutes in rural areas where the population density is less than 500 per square mile.

The most recent published NFPA best practices for dispatching have increased the dispatch processing time up to 90 seconds and, if there are language barriers, 120 seconds. Further, for crew turnout time, 60–80 seconds is recommended, depending on the type of protective clothing that must be donned. Citygate has found, however, that few if any agencies are able to meet this standard and has for many years recommended a 2:00-minute crew turnout time as a more achievable goal.

If the travel time measures recommended by the NFPA (and Citygate) are added to dispatch processing and crew turnout times recommended by Citygate and best practices, then a realistic 90 percent first-due unit arrival goal for the District is 14:00 minutes from the time of fire dispatch

¹³ NFPA 1710—Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments (2016 Edition).

¹⁴ NFPA 1720—Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Volunteer Fire Departments (2014 Edition).

receiving the call for rural areas, which includes 90 seconds dispatch, 2:00 minutes crew turnout, and 10:30 minutes travel time.

The District has not established operational response performance objectives consistent with industry best practices. The Public Safety Element (Chapter 9) of the Tuolumne County General Plan references the Tuolumne County Fire Department (TCFD) Service Level Stabilization Plan. Adopted in 1992, the plan provides for the development of TCFD through acquisition of fire stations, apparatus and equipment, and personnel and support services to achieve the following three goals:

1. Clearly define a baseline service level.
2. Identify stable funding sources.
3. Establish an apparatus replacement fund.

The plan further defines the baseline service level as the ability to provide fire protection, rescue, and first responder emergency medical services to 95 percent of significantly developed land within the TCFD jurisdiction within 7:00 minutes response time.

Finding #4: The District has not adopted fire response performance objectives meeting best practice elements for time and desired outcomes.

2.4 OUTCOME GOALS

Current national best practice is to measure percent completion of a goal (e.g., 90 percent of responses) instead of an average measure. Mathematically, this is called a fractile measure.¹⁵ This is because measuring the average only identifies the central or middle point of response time performance for all calls for service in the data set. Using an average makes it impossible to know how many incidents had response times that were far above the average or just above.

For example, Figure 12 shows response times for a small fictitious fire department that responds to 20 calls for service each month. Each response time has been plotted on the graph from shortest response time to longest response time.

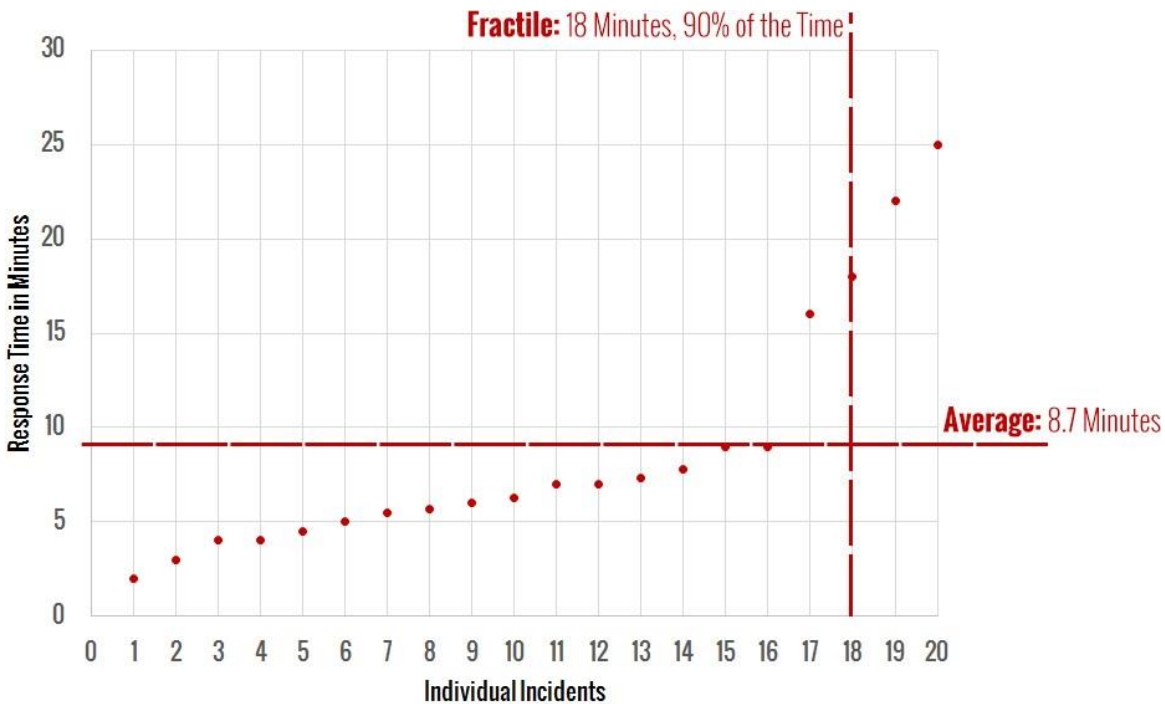
Figure 12 shows that the average response time for this fictitious department is 8.7 minutes. However, the average response time fails to properly account for four calls for service with response times far exceeding a threshold in which positive outcomes could be expected. In fact, it is evident in Figure 12 that 20 percent of responses are far too slow and that this fictitious

¹⁵ A *fractile* is that point below which a stated fraction of the values lay. The fraction is often given in percent; the term percentile may then be used.

jurisdiction has a potential life-threatening service delivery problem. Average response time as a measurement tool for fire services is simply not sufficient. This is a significant issue in larger cities if hundreds or thousands of calls are answered far beyond the average point.

By using the fractile measurement with 90 percent of responses in mind, this small fictitious jurisdiction has a 90th percentile response time of 18:00 minutes. This fractile measurement is thus far more accurate at reflecting the service delivery situation of a smaller agency.

Figure 12—Fractile versus Average Response Time Measurements



More importantly, positive outcomes to emergency incidents are a desired goal. Accurate response data, as well as an understanding of the factors influencing response times, are important elements in determining appropriate fire station locations and types of response resources needed. From that, crew size and response time can be calculated to allow appropriate fire station spacing (distribution and concentration). Outcome goals include determining why the emergency response system exists and whether the governing body has adopted response performance goals or standards that can deliver desired emergency incident outcomes.

Many types of medical emergencies have the most severe time constraints, including heart attacks and other events such as drowning, choking, trauma constrictions, or other similar events that can cause oxygen deprivation to the brain. Humans can only survive without oxygen for 4:00 to 6:00 minutes without impairment. Similarly, a small incipient fire within a building can grow to involve an entire room in 6:00 to 8:00 minutes. Thus, if desired emergency incident outcomes include preventing permanent impairment from a medical emergency where possible and keeping building

fires from spreading beyond the room of origin, the first responding resource must arrive within a 7:00- to 8:00-minute total response time, and *all* responding resources must arrive within a 10:00- to 11:00-minute total response time.

It is also important to note that fire and medical emergencies continue to deteriorate from the time of inception, not the time the fire engine starts to drive the response route. Ideally, the emergency is noticed immediately and the 9-1-1 system is activated promptly. Response time includes three distinct components: call processing / dispatch time, crew turnout time, and travel time. Call processing includes the time from the dispatch center answering the 9-1-1 call to the completion of the dispatch of the appropriate response resources. Best practice for this response element is 90 seconds or less, 90 percent of the time. Crew turnout quantifies the time from receipt of the dispatch notification until the response apparatus is ready to move, including verifying the response route, donning appropriate safety clothing, boarding the apparatus, and fastening seat belts. Best practice for this response element is 2:00 minutes or less, 90 percent of the time. Travel includes the time from initial vehicle movement to arrival at the emergency and application of the parking brake. Best practice for this response element is 4:00 minutes or less, 90 percent of the time for urban population areas, and 10:30 minutes or less for rural population areas. Table 26 summarizes the performance goals for each response time element to facilitate positive outcomes in *rural* areas.

Table 27—Rural Response Time Elements and Performance Goals

Response Element	Best Practice Performance Goal	
	Time	Percentage Compliance
Dispatch / Call Processing	1:30 minutes or less	90%
Crew Turnout	2:00 minutes or less	90%
Travel	10:30 minutes or less	90%
Total Response Time	14:00 minutes or less	90%

Unfortunately, there are times when the emergency has become too severe, even before the 9-1-1 notification and/or fire department response, for the responding crew to reverse; however, when an appropriate response time policy is combined with a well-designed deployment system, only anomalies like bad weather, poor traffic conditions, or multiple emergencies slow the response system down. Consequently, a properly designed system will give citizens the hope of a positive outcome for their tax dollar expenditure.

For this report, total response time is the sum of the CAL FIRE Emergency Communication Center dispatch processing, crew turnout, and road travel time, which is consistent with CFAI best practice recommendations.

2.5 CRITICAL TASK TIME MEASURES—WHAT MUST BE DONE OVER WHAT TIME FRAME TO ACHIEVE THE EXPECTED OUTCOME?

Deployment studies use critical task information to determine the number of firefighters needed within a specific timeframe to achieve desired objectives on fire and emergency medical incidents. Table 28 and Table 29 illustrate critical tasks typical of building fire and medical emergency incidents, including the minimum number of personnel required to complete each task. These tables are composites from other suburban/rural Citygate clients and recognized best practices. It is important to understand the following relative to these tables:

- ◆ It can take considerable time after a task is ordered by the Incident Commander to complete the task and arrive at the desired outcome.
- ◆ Task completion time is usually a function of the number of personnel that are *simultaneously* available. The fewer firefighters available, the longer some tasks will take to complete. Conversely, with more firefighters available, some tasks are completed concurrently.
- ◆ Some tasks must be conducted by a minimum of two firefighters to comply with safety regulations. For example, two firefighters are required to enter a building with smoke or fire, with at least two additional firefighters on the exterior of the building ready for immediate entry to rescue the interior team, if needed.

2.5.1 Critical Firefighting Tasks

Table 28 illustrates the critical tasks required to control a typical single-family dwelling fire with five response units (four engines and one Chief Officer), with a typical total Effective Response Force (ERF) of 13 personnel. These tasks are taken from fire departments' operational procedures, which are consistent with the customary findings of other agencies using the SOC process. No conditions exist to override the Cal/OSHA two-in/two-out safety policy, which requires that firefighters enter atmospheres that are immediately dangerous to life and health, such as building fires, in teams of two while two more firefighters are outside and immediately ready to rescue them should trouble arise.

Scenario: *Simulated approximately 2,000-square-foot, two-story, residential fire with unknown rescue situation. Responding companies receive dispatch information typical for a witnessed fire. Upon arrival, they find approximately 50 percent of the second floor involved in fire.*

Table 28—Critical Building Fire Tasks – 13 Personnel

Critical Task Description		Personnel Required
First-Due Engine (3 Personnel)		
1	Conditions report	1
2	Establish supply line to hydrant	2
3	Deploy initial fire attack line to point of building access	1–2
4	Operate pump and charge attack line	1
5	Establish incident command	1
6	Conduct primary search	2
Second-Due Engine (3 Personnel)		
7	If necessary, establish supply line to hydrant	1–2
8	Deploy a backup attack line	1–2
9	Establish Initial Rapid Intervention Crew	2
Third-Due Engine or Truck (3 Personnel)		
10	Conduct initial search and rescue, if not already completed	2
11	Deploy ground ladders to roof	1–2
12	Establish horizontal or vertical building ventilation	1–2
13	Open concealed spaces as required	2
Chief Officer (Incident Command/Safety)		
14	Transfer of incident command	1
15	Establish exterior command and scene safety	1
Fourth-Due Engine (3 Personnel)		
16	Establish Initial Rapid Intervention Crew if not already done	3
17	Secure utilities	2
18	Deploy second attack line as needed	2
19	Conduct secondary search	2

Grouped together, the tasks in Table 28 form an ERF, or First Alarm Assignment. These distinct tasks must be performed to effectively achieve the desired outcome; arriving on scene does not stop the emergency from escalating. While firefighters accomplish these tasks, the incident progression clock keeps running.

2.5.2 Critical Medical Emergency Tasks

EMS incidents constitute most annual calls for service, including vehicle accidents, strokes, heart attacks, difficulty breathing, falls, and other medical emergencies. For comparison, Table 28 summarizes the critical tasks required for a cardiac arrest patient.

Table 29—Cardiac Arrest Critical Tasks – 3 Engine Personnel + ALS Ambulance

	Critical Task	Personnel Required	Critical Task Description
1	Chest compressions	1–2	Compression of chest to circulate blood
2	Ventilate/oxygenate	1–2	Mouth-to-mouth, bag-valve-mask, apply O ₂
3	Airway control	1–2	Manual techniques/intubation/cricothyroidotomy
4	Defibrillate	1–2	Electrical defibrillation of dysrhythmia
5	Establish I.V.	1–2	Peripheral or central intravenous access
6	Control hemorrhage	1–2	Direct pressure, pressure bandage, tourniquet
7	Splint fractures	2–3	Manual, board splint, HARE traction, spine
8	Interpret ECG	2	Identify type and treat dysrhythmia
9	Administer drugs	2	Administer appropriate pharmacological agents
10	Spinal immobilization	2–5	Prevent or limit paralysis to extremities
11	Extricate patient	3–4	Remove patient from vehicle, entrapment
12	Patient charting	1–2	Record vitals, treatments administered, etc.
13	Hospital communication	1–2	Receive treatment orders from physician
14	Treat en-route to hospital	2–3	Continue to treat/monitor/transport patient

2.5.3 Critical Task Analysis and Effective Response Force Size

A critical task analysis reveals that the time required to complete the critical tasks necessary to stop the escalation of an emergency (as shown in Table 28 and Table 29) must be compared to outcomes. Fire in a building can double in size during its free-burn period before fire suppression is initiated. As shown in nationally published fire service time versus temperature tables, after approximately 4:00 to 5:00 minutes of free burning a room, fire will escalate to the point of flashover. At this point, the entire room is engulfed in fire, the entire building becomes threatened, and human survival near or in the room of fire origin becomes impossible. Additionally, brain death begins to occur within 4:00 to 6:00 minutes of the heart stopping. Thus, the ERF must arrive in time to prevent these emergency events from becoming worse if that is the desired outcome.

Previous critical task studies conducted by Citygate and NFPA Standard 1710 find that all units need to arrive with a minimum of 14 firefighters plus at least one Chief Officer within 11:30

minutes (from the time of 9-1-1 call) at a building fire to be able to *simultaneously and effectively* perform the tasks of rescue, fire suppression, and ventilation.

If fewer firefighters arrive, most likely, the search team would be delayed, as would ventilation. The attack lines would only consist of two firefighters, which does not allow for rapid movement of the hose line above the first floor in a multiple-story building. Rescue is conducted with at least a two-person team (plus another two-person team on the exterior); thus, when rescue is essential, other tasks are not completed in a simultaneous, timely manner. Effective deployment is about the **speed** (*travel time*) and the **weight** (*number of firefighters*) of the response. The number of personnel and the arrival time frame can be critical in a serious fire. Fires in older and/or multiple-story buildings could well require the initial firefighters to rescue trapped or immobile occupants. If the ERF is too small, rescue *and* firefighting operations *cannot* be conducted simultaneously. If the ERF is substantially smaller than the recommended 14 personnel, or some or all the ERF arrives beyond 11:30 minutes, it is highly unlikely that a building fire could be contained to only a portion of the building.

While the Department's *minimum* daily staffing level of two to five personnel,¹⁶ including a CAL FIRE Groveland Station engine crew and Chief Officer during winter months, could be *adequate some of the time* to perform the critical tasks associated with small, emerging fires and routine single-patient EMS incidents, even a best-case staffing level of nine personnel (two District personnel and seven CAL FIRE Groveland Station personnel including a Chief Officer) is clearly *insufficient* to safely and effectively perform the critical firefighting/rescue tasks at a confined building fire, moderate to significant vegetation/wildland fire, serious multiple-patient EMS incident, or complex rescue incident in a timely manner without additional assistance. This best-case ERF staffing of nine personnel reflects a likely outcome of confining building fires to the building or parcel of origin, an inability to confine a developing vegetation/wildland fire, and some EMS patients not surviving.

2.6 DISTRIBUTION AND CONCENTRATION—HOW THE LOCATION OF FIRST-DUE AND ERF RESOURCES AFFECTS EMERGENCY INCIDENT OUTCOMES

The District is served today by two agencies deploying one or two engine companies and one Chief Officer from one or two fire stations depending on the time of year. It is appropriate to understand, using geographic mapping, what the existing stations do and do not cover within specific travel time goals, if there are any coverage gaps needing one or more stations, and what, if anything, to do about those gaps. In addition, it is important to understand that mutual aid resources, other than

¹⁶ Depending on time of year (i.e., CAL FIRE Amador Plan Agreement only provides additional daily District staffing during winter, non-fire season months)

the CAL FIRE Groveland Station resources, require approximately 20–30 minutes travel time to arrive.

In brief, there are two geographic perspectives to fire station deployment:

- ◆ **Distribution**—the spacing of first-due all-risk intervention units to control routine emergencies before they escalate and require additional resources.
- ◆ **Concentration**—the spacing of fire stations close enough to each other so that more complex emergency incidents can quickly receive sufficient resources from multiple fire stations. As indicated, this is known as the ERF, which is the collection of a sufficient number of firefighters on scene, delivered within the concentration time goal to stop the escalation of the problem.

Citygate used a 14:00-minute total response time goal for the first-arriving unit, reflecting a nationally recommended best practice for *rural* population density areas.¹⁷ While the 2007 Fire Master Plan recommended a 10:00- to 12:00-minute first-due response goal for an emerging *suburban* community, Citygate finds that the population density of the District is more rural (500 per square mile or less) than suburban (501–1,000 per square mile). In addition, Table 35 in Section 2.8 shows the Department’s actual response performance more closely aligns with the 14:00-minute rural goal than the 10:00- to 12:00-minute suburban goal, which in Citygate’s opinion can only be achieved by re-locating the current District fire station or adding a second staffed station. Given the District’s fiscal situation as discussed in Section 2.10, neither of these alternatives are likely achievable in the foreseeable future.

2.6.1 Deployment Coverage Baselines

The following maps, contained in **Appendix A** (Map Atlas), show the District’s baseline deployment and incident locations.

Map #1—General Geography, Station Locations, and Response Resource Types

Map #1 shows the District boundary and existing fire station locations, including the District Station #78 and the CAL FIRE Groveland Station. This is a reference map for other maps that follow.

¹⁷ NFPA 1720 — Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Volunteer Fire Departments (2014 Edition).

Map #2—10:30-Minute (5.5-mile) First-Due Travel

In this map the red circle shows the areas of the District within 5.5 miles of either fire station, which equates to approximately 10:30 minutes travel time given the District’s topography and road network. Note the travel time coverage gap in the eastern area of the District.

Finding #5: The area of the District generally east of the mid-point of the Pine Mountain Lake Airport is beyond the 10:30-minute first-due travel time goal and related 14:00-minute first-due arrival goal.

Map #3—All Incident Locations

Map #3 shows the locations of all 1,831 incident responses over the three-year study period. Note that emergency incidents occurred in all areas of the District.

Map #4—All EMS/Rescue Incident Locations

This map shows the location of the 1,043 EMS/rescue incidents over the three-year study period. Note that EMS/rescue incidents occurred throughout all areas of the District.

Map #5—All Fire Incident Locations

Map #5 shows the location of the 21 fire incidents over the three-year study period. Note that this is a significantly smaller number of incidents, yet they occurred throughout all areas of the District.

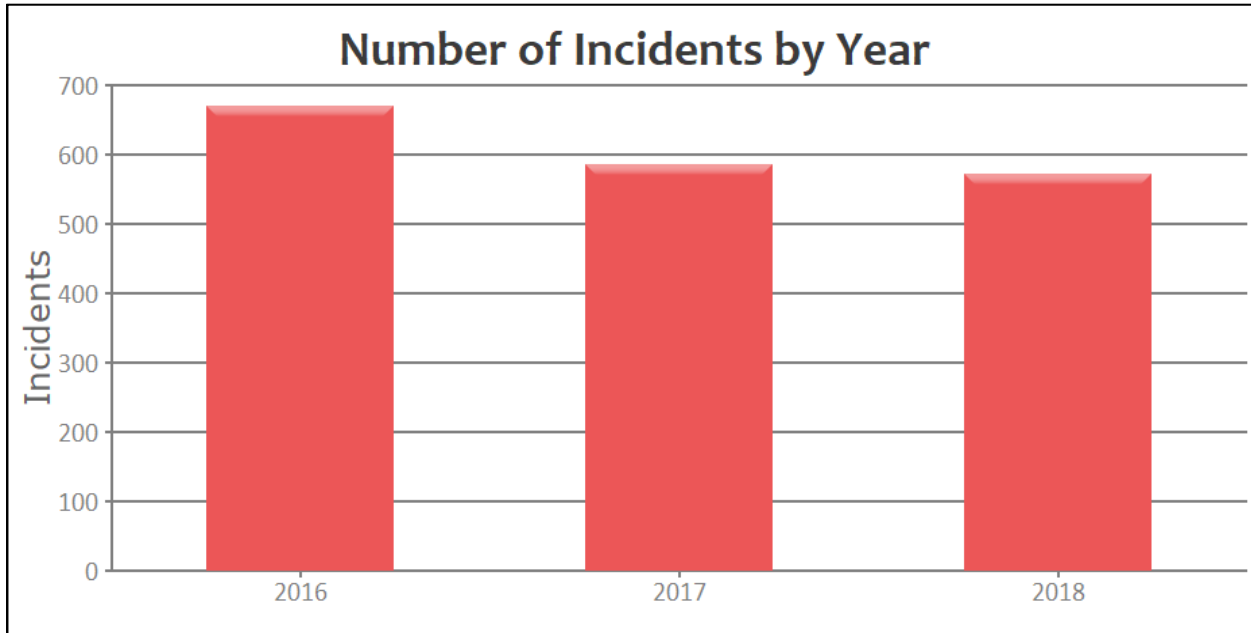
Map #6—All Building Fire Locations

This map shows the location of all building fire incidents over the three-year study period. Note that although there were only nine building fires as summarized in Table 14, they occurred in all sections of the District.

2.7 SERVICE DEMAND

The Department responded to 1,831 calls for service over the three-year study period from January 1, 2016 through December 31, 2018, as shown in Figure 13. Note that annual service demand has trended down an average of approximately 7.4 percent over the past two years.

Figure 13—Service Demand by Year – 2016–2018



Annual service demand by general category is summarized in Table 29 and Figure 14.

Table 30—Annual Service Demand by General Incident Category – 2016–2018

Incident Category	Year			Total	Percent of Total Service Demand
	2016	2017	2018		
Fire	5	10	6	21	1.15%
EMS	361	362	320	1,043	56.96%
Other	305	215	247	767	41.89%
Total	671	587	573	1,831	100.00%

Figure 14—Number of Incidents by Year by General Category – 2016–2018

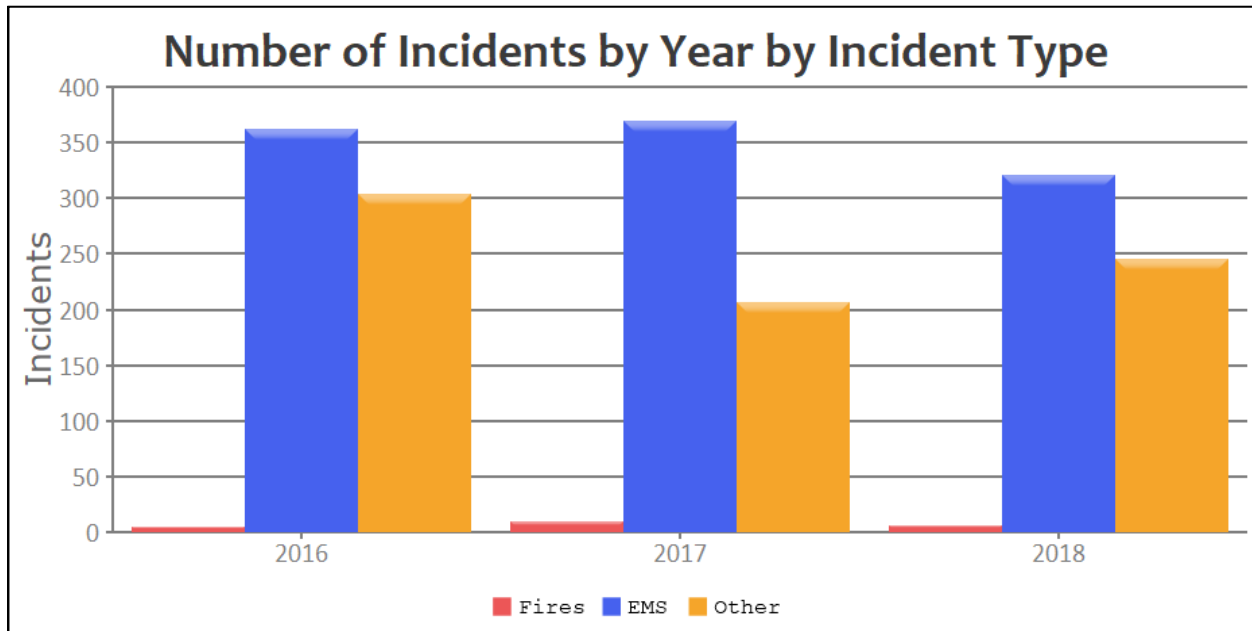


Table 31 shows service demand by more specific call type. Only call types with more than 10 calls over the three-year study period are shown. Note the number of calls (192) with missing incident type data.

Table 31—Service Demand by Incident Type – 2016–2018

Incident Type	2016	2017	2018	Total
EMS call (excluding vehicle accident with injury)	342	351	312	1,005
Public service assistance	130	47	54	231
Blank or missing NFIRS data	75	53	64	192
Assist police or other government agency	45	59	64	168
False alarm or false call	36	23	33	92
Hazardous condition	13	18	13	44
Motor vehicle accident (no injuries)	14	5	6	25
Smoke scare / odor of smoke	5	6	3	14
Vehicle accident with injuries	5	6	2	13

Reference: District Fire Department incident data

Figure 15 illustrates annual service demand by month.

Figure 15—Service Demand by Month – 2016–2018

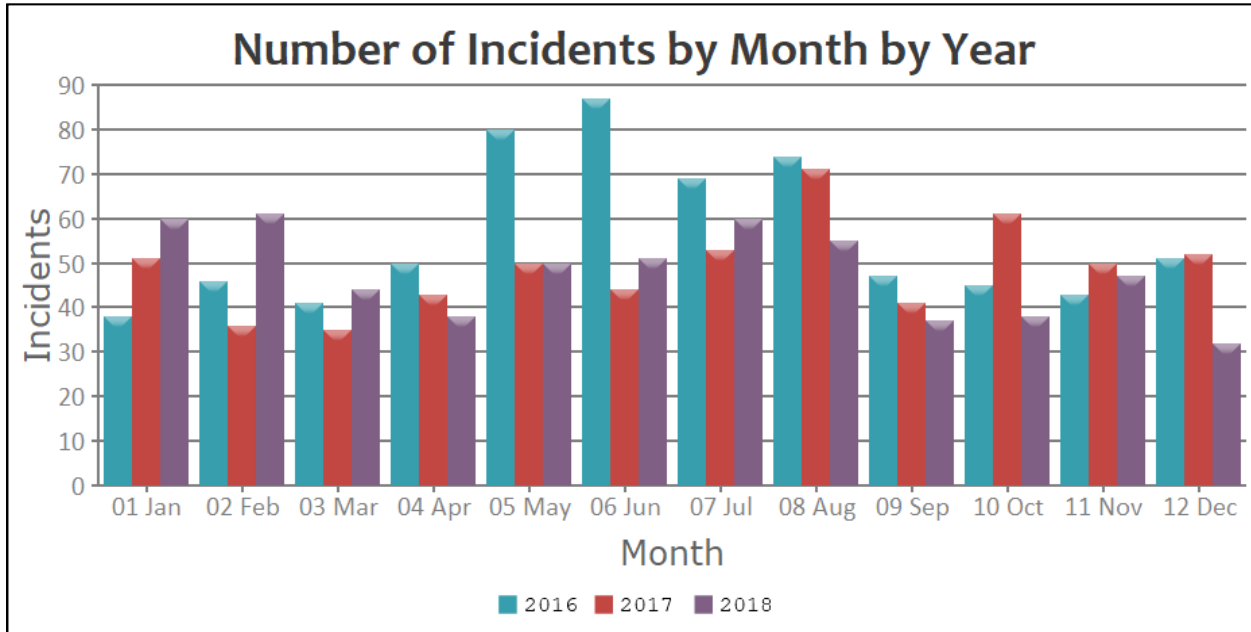
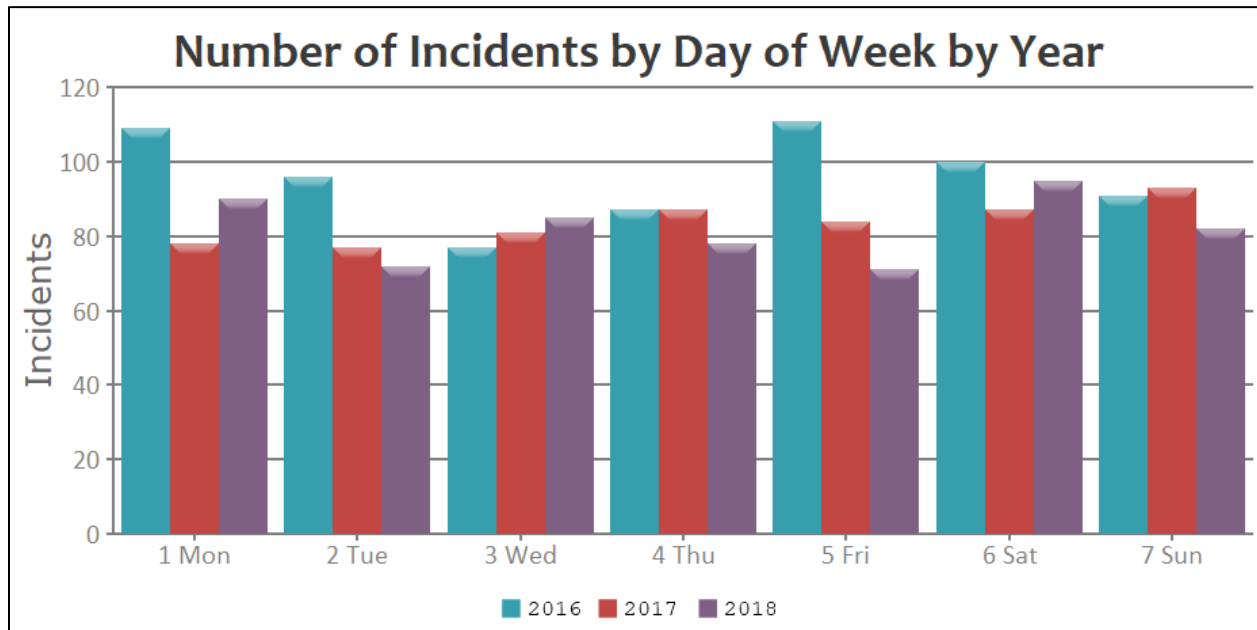


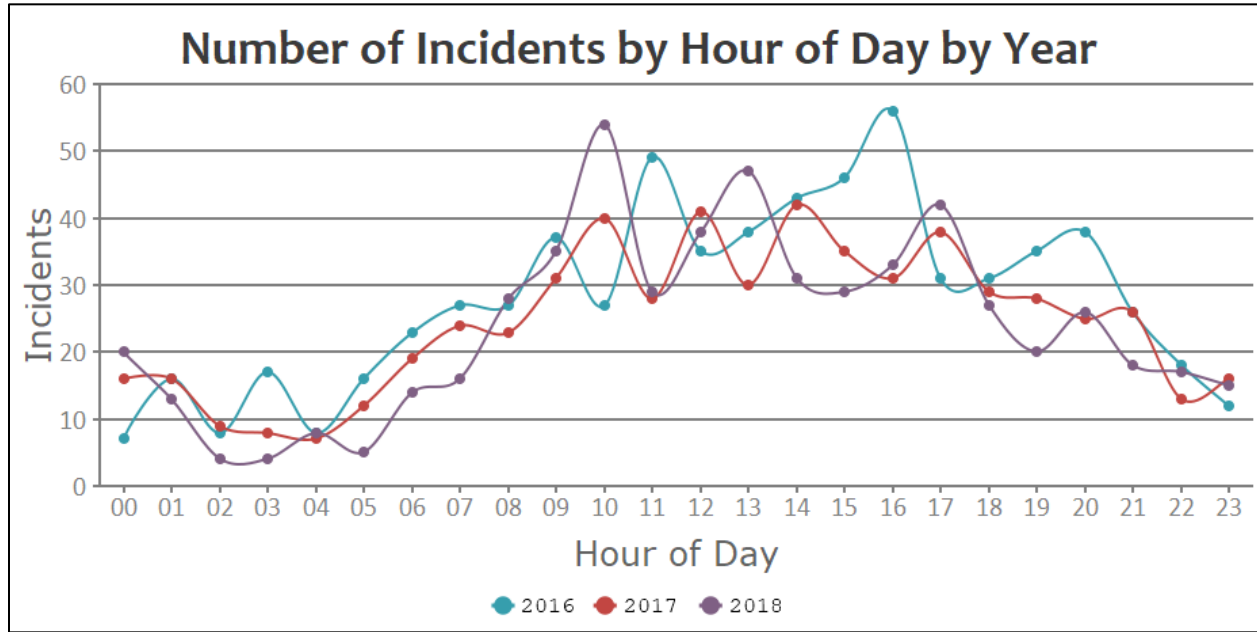
Figure 16 shows annual service demand by day of week.

Figure 16—Service Demand by Day of Week – 2016–2018



Service demand by hour of day is summarized in Figure 17.

Figure 17—Service Demand by Hour of Day – 2016–2018



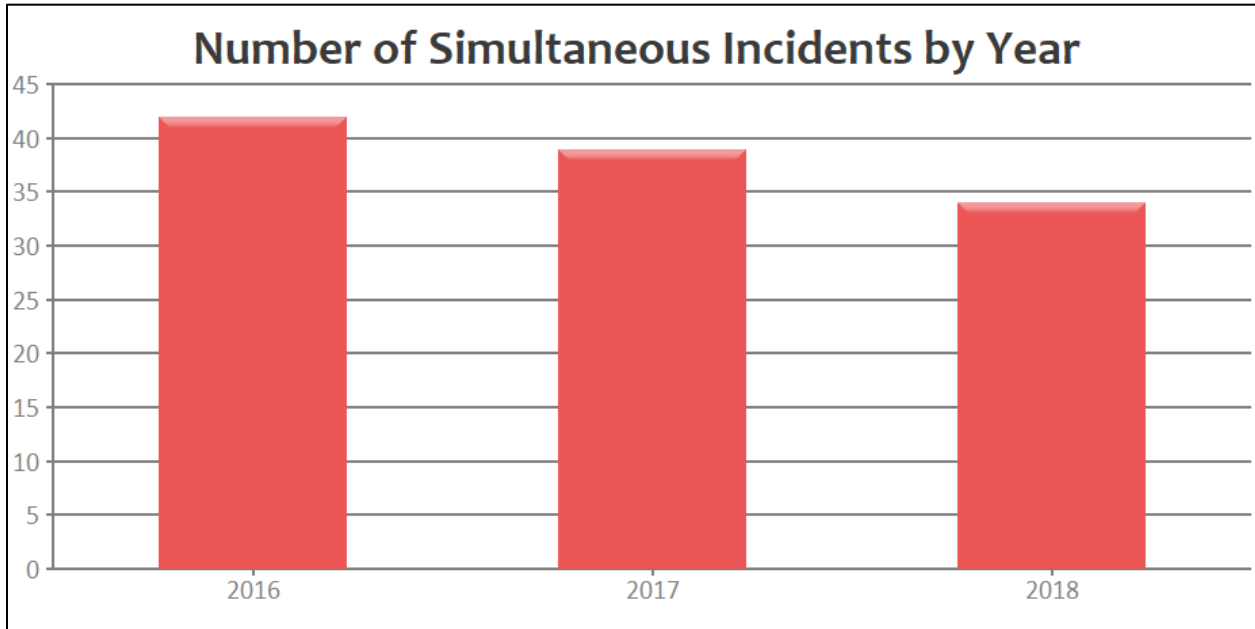
2.7.1 Simultaneous Incident Activity

Simultaneous incident activity is when two or more incidents are occurring at the same time. As Table 32 shows, less than six percent of all calls for service involved one or more simultaneous incidents, which equates to approximately one every 21 days on average, as shown in Figure 18. Also of note is that simultaneous incident activity decreased approximately 19 percent from 2016 to 2018.

Table 32—Simultaneous Incident Activity – 2018

Number of Simultaneous Incidents	Percentage
1 or more	5.93%
2 or more	0.87%

Figure 18—Simultaneous Incident Activity – 2016–2018



Finding #6: Simultaneous incidents minimally impact first-due response performance, occurring on average approximately once every 21 days.

2.7.2 Mutual Aid

Table 33 summarizes aid given and received over the three-year study period.

Table 33—Aid Given and Received – 2016–2018

Aid Type	2016	2017	2018	Total
Auto Aid Received	2	0	0	2
Mutual Aid Received	0	0	1	1
Auto/Mutual Aid Given	49	67	66	182
BLANK	75	53	64	192
Total	126	120	131	377

Reference: District Fire Department incident data

Analysis of the 182 out-of-District responses (11.8 percent of total responses) in the following table shows that District resources were committed to those incidents a total of 100:25 hours over

the three-year period, or 37 percent of the total 270:25 hours committed to all incidents over the same time period.

Table 34—Incident Response Summary – 2016–2018

Incident Location	3-Year Total			
	Number of Responses	Percentage of Responses	Total Time Committed	Percentage of Total Time Committed
Groveland CSD	1,361	88.20%	169:59:37	62.86%
Out-of-District	182	11.80%	100:25:39	37.14%
Total	1,543	100.00%	270:25:16	100.00%

Source: Groveland CSD Fire Department incident data

Finding #7: Out-of-District responses account for 37 percent of the total time District resources were committed to emergency responses over the three-year study period.

In addition to the CAL FIRE Groveland Station, mutual aid into the District is only available from the west, including Tuolumne County Fire Department Station #61 (Chinese Camp), a volunteer-staffed station located 17 miles southwest of Groveland on Highway 120, and Jamestown, approximately 28 miles northwest of Groveland.

Finding #8: The District provides significant mutual and automatic aid to the unincorporated areas of the County outside of the District.

2.7.3 Future Service Demand

Given minimal projected full-time resident population growth within the District as discussed in Section 2.1.3, recent annual service demand as described in Section 2.7, and the increased use of vacation rentals in the area, Citygate projects service demand within the District could increase slightly over the next 5–10 years. Service demand *outside* the District, however, could increase more significantly with the Terra Vi and other potential resort developments and the associated increased population density and Highway 120 traffic volume *if* the District continues to be the primary first responder along that segment of Highway 120.

2.8 OPERATIONAL RESPONSE PERFORMANCE

Table 35 summarizes the Department’s operational response performance over the three-year study period.

Table 35—90th Percentile Response Performance – 2016–2018

Response Performance Component	Best Practice Goal	Groveland CSD
Call Processing/Dispatch ¹	1:30	00:46
Crew Turnout ²	2:00	4:25
First-Due Travel ³	10:30	9:51
First-Due Call-to-Arrival ⁴	14:00	13:42

¹ Time interval from receipt of call in fire dispatch center to completion of dispatch notification

² Time interval from completion of dispatch notification to start of responding apparatus movement

³ Time interval from start of apparatus movement to arrival at incident and parking brake set

⁴ Time interval from receipt of call in fire dispatch center to arrival of first responding unit

It should be noted that CAL FIRE Tuolumne-Calaveras Unit ECC procedures currently do not accurately and consistently track the time a response resource is first en route (start of response travel time). Thus, crew turnout time in Table 35 is questionable and longer than would be reasonably expected in Citygate’s experience for a staffed fire station. In addition, no data was available to evaluate ERF travel or call-to-arrival performance.

2.9 OVERALL DEPLOYMENT EVALUATION

Citygate finds that the Department is well organized to accomplish its mission to serve a rural resident and transient visitor population in a remote area of Tuolumne County. The Department is using best practices and is data driven, as necessary. Citygate further finds that the District’s CAL FIRE Schedule A contract has been very beneficial in providing high quality and well-trained personnel, staffing stability, and high quality administrative and operational oversight. The District’s CAL FIRE Amador Plan Agreement is also extremely beneficial by providing an additional staffed CAL FIRE engine during the winter months at minimal cost. This Amador Plan Agreement, funded by District residents, also provides direct benefit to the unincorporated areas of Tuolumne County outside of the District, and particularly the proposed resort developments along the Highway 120 corridor, as developments in other unincorporated areas of Tuolumne County have required a similar Amador Plan Agreement or local fire station to provide year-round structural fire protection services.

Finding #9: The CAL FIRE Schedule A contract and Amador Plan Agreement provide good value and benefit to the District and also provide direct benefits to the unincorporated areas of the County surrounding the District.

While the state fire code now requires fire sprinklers even in residential dwellings, it will be many more decades before most homes are replaced or remodeled with automatic fire sprinklers. If desired outcomes include limiting building fire damage to only part of the inside of an affected building and/or minimizing permanent impairment resulting from a medical emergency, then the Department would need both first-due unit and multiple-unit ERF coverage in all neighborhoods consistent with a Citygate response performance recommendation of first-due arrival within 7:30 minutes from 9-1-1 dispatch notification and ERF arrival within 11:30 minutes of 9-1-1 notification, all at 90 percent or better reliability. This response performance and related outcome goal is seldom achievable in rural areas, thus Citygate recommends a more realistic best practice *rural* performance goal of 14:00 minutes for the first-due unit, and 19:30 minutes for a multiple-unit ERF, all at 90 percent or better reliability. This more realistic response performance goal, however, generally results in less-desirable outcomes including:

- ◆ Building fires are confined to the building or parcel of origin and do not extend to other buildings or the wildland.
- ◆ Some EMS patients do not survive due to the travel distance to a hospital emergency room.
- ◆ Modest to severe wildland fires cannot be controlled within the first few hours, resulting in modest to significant building damage.

As discussed in the previous section, the Department’s operational response performance is *meeting* this recommended rural response goal at 90 percent or better reliability, except for crew turnout as noted in Table 35 due to CAL FIRE’s current inability to accurately track this response performance measure. This has not, however, prevented the Department from meeting the recommended 10:30-minute travel time and 14:00-minute first-due arrival performance goals.

Given this level of operational response performance, combined with the District’s CAL FIRE contracts and the fiscal assessment in Section 2.10, Citygate finds that the District is currently providing the best fire services it can afford. Daily on-duty staffing levels continue to be less than desirable, however, as discussed in Section 2.5.3, and in Citygate’s opinion, optimal daily operational response staffing for the District is six personnel given the values to be protected and the risks as outlined in Section 2.2. This could be achieved incrementally as funding permits by adding one FTE on the District engine, and one Amador Plan firefighter during the winter months, with associated estimated annual costs as summarized in Table 36 and Table 37. To help ease the

Groveland Community Services District

2020 Fire Master Plan Update

fiscal transition associated with adding daily on-duty staffing, the District could seek a Federal Emergency Management Agency (FEMA) Staffing for Adequate Fire and Emergency Response (SAFER) grant that reimburses 75 percent of first- and second-year costs, and 35 percent of third-year costs.

Table 36—Estimated Optimal Staffing Level Costs (FY 2020–21 through FY 2024–25)

Expenditure Category	Annual Change Factor	FY 2020–21	FY 2021–22	FY 2022–23	FY 2023–24	FY 2024–25
CAL FIRE Schedule A Contract	5.00%	1,131,604	1,188,184	1,247,593	1,309,973	1,375,472
3.0 Additional Engineer FTEs	5.00%	616,497	647,322	679,688	713,673	749,356
Schedule A Contract Total		1,748,101	1,835,506	1,927,281	2,023,646	2,124,828
CAL FIRE Amador Plan Agreement	5.00%	286,138	300,444	315,467	331,240	347,802
1.5 Additional FF-I FTEs	5.00%	227,798	239,188	251,148	263,705	276,890
Amador Plan Total		513,936	539,633	566,615	594,945	624,693
Total Annual District Fire Personnel Costs		2,262,037	2,375,139	2,493,896	2,618,591	2,749,520

Table 37—Estimated Optimal Staffing Level Costs (FY 2025–26 through FY 2029–30)

Expenditure Category	Annual Change Factor	FY 2025–26	FY 2026–27	FY 2027–28	FY 2028–29	FY 2029–30
CAL FIRE Schedule A Contract	5.00%	1,444,245	1,516,457	1,592,280	1,671,894	1,755,489
3.0 Additional Engineer FTEs	5.00%	786,824	826,165	867,473	910,847	956,389
Schedule A Contract Total		2,231,069	2,342,623	2,459,754	2,582,741	2,711,879
CAL FIRE Amador Plan Agreement	5.00%	365,192	383,452	402,624	422,756	443,893
1.5 Additional FF-I FTEs	5.00%	290,735	305,272	320,535	336,562	353,390
Amador Plan Total		655,927	688,723	723,160	759,318	797,284
Total Annual District Fire Personnel Costs		2,886,996	3,031,346	3,182,913	3,342,059	3,509,162

Finding #10: Call processing/dispatch performance is well within the recommended best practice goal of 90 seconds or less.

Finding #11: Crew turnout performance cannot be accurately measured given current CAL FIRE Tuolumne-Calaveras Unit Emergency Command Center procedures.

Finding #12: First-due travel performance is more than six percent *faster* than the Citygate-recommended 10:30-minute goal for *rural* areas.

Finding #13: First-due call-to-arrival performance *is meeting* the Citygate-recommended 14:00-minute goal for *rural* areas.

Recommendation #1: **Adopt Deployment Policies:** The District Board of Directors should adopt the following fire deployment goals to deliver outcomes that will save medical patients when possible upon arrival and to keep small but serious fires from becoming more serious:

1.1 Distribution of Fire Stations: First-due response units should arrive within 14:00 minutes, 90 percent of the time from the receipt of the 9-1-1 call at the fire dispatch center, which equates to a 90-second dispatch time, 2:00-minute crew turnout time, and 10:30-minute travel time.

1.2 Multiple-Unit Effective Response Force (ERF) for Serious Emergencies: A multiple-unit ERF, including at least one Chief Officer, should arrive within 19:30 minutes from the time of 9-1-1 call receipt at fire dispatch 90 percent of the time. This equates to a 90-second dispatch time, 2:00-minute company turnout time, and 16:00-minute travel time.

1.3 Hazardous Materials Response: To provide hazardous materials response designed to protect the community from the hazards associated with uncontrolled release of hazardous and toxic materials, a first-due response unit should arrive within 14:00 minutes, 90 percent of the time from the receipt of the 9-1-1 call at the fire dispatch center to isolate the hazard, deny entry into the hazard zone, and notify appropriate officials/resources to minimize impacts on the community. Following initial hazard evaluation and/or mitigation actions, a determination can be made whether to request additional resources from a regional hazardous materials team.

1.4 Technical Rescue: To respond to technical rescue emergencies as efficiently and effectively as possible with enough trained personnel to facilitate a successful rescue, a first-due response unit should arrive within 14:00 minutes, 90 percent of the time from the receipt of the 9-1-1 call at the fire dispatch center to evaluate the situation and/or initiate rescue actions. Following the initial evaluation, assemble additional resources as needed within a total response time of 19:30 minutes to safely complete rescue/extrication and delivery of the victim to the appropriate emergency medical care facility.

Recommendation #2: The Department should work with the CAL FIRE Tuolumne-Calaveras Unit Emergency Command Center to modify its procedures to accurately track crew turnout time.

Recommendation #3: The District should consider augmenting daily on-duty staffing as funding permits.

Recommendation #4: The District’s staffing would be much safer and more effective if a total of six firefighters were always stationed in Groveland between the District and CAL FIRE.

Given six personnel, under the safety laws, there could be three teams of two: one command and pump operator team and two 2-firefighter teams for simultaneous fire attack and occupant rescue duties.

While the Department’s physical resources are appropriate to protect against the hazards likely to impact the District, the daily staffing level of four to eight depending on the time of year is barely sufficient to safely resolve even a single moderately serious ERF incident—if the CAL FIRE wildland season units are in the District. If CAL FIRE is committed to an out-of-District wildfire, then the District’s staffing is insufficient for all but the most basic emergency. The District is also *not* geographically located to receive prompt mutual aid, which is generally only available from the west with extended travel times of 20:00-plus minutes due to the 1,950-foot elevation difference and the very slow two-lane climb up Priest Grade on State Highway 120. In addition, the District is the only staffed and available response agency, other than the CAL FIRE Groveland Station when available, for mutual aid response to the unincorporated areas of the County east of the District along the Highway 120 corridor, including current and planned resort developments.

Groveland Community Services District

2020 Fire Master Plan Update

Given the fiscal review in the following sub-section, the District can only afford the level of fire and EMS service it is currently providing and will require additional ongoing funding to even maintain the current service level.

Finding #14: The District’s minimum daily staffing level is *barely sufficient* to safely perform the critical tasks associated with small, emerging fires and routine single-patient medical emergencies in a timely manner.

Finding #15: The District’s best-case Effective Response Force of nine personnel is *insufficient* to safely perform the critical tasks associated with a confined building fire, moderate to significant vegetation/wildland fire, serious multiple-patient emergency medical services incident, or complex rescue incident in a timely manner without additional assistance.

Finding #16: The District is not geographically located to receive prompt mutual aid and increases in mutual aid calls outside the District could impact service levels including response times.

Finding #17: The District is the primary provider of mutual aid and is the first-in responder to the unincorporated areas of the County east of the District along the Highway 120 corridor except for the CAL FIRE Groveland Station when staffed and available.

District Fire Station #78 and the CAL FIRE Groveland Station can be expected to provide desired first-due response times to approximately 90 percent of the District. In Citygate’s opinion, it would be cost-prohibitive to consider relocating District Fire Station #78 to provide desired first-due response times to the remaining 10 percent.

Finding #18: District Fire Station #78 and the CAL FIRE Groveland Station can be expected to provide desired first-due response times to approximately 90 percent of the District.

Finding #19: It would be cost-prohibitive to consider relocating District Fire Station #78 to provide desired first-due response times to the remaining 10 percent.

Groveland Community Services District

2020 Fire Master Plan Update

2.10 FISCAL REVIEW

In this section, Citygate provides a detailed review of the District’s Fire Fund revenues, expenditures, and fund balance over the previous ten fiscal years, and projected future Fire Fund revenues, expenditures, and resultant fund balance for the current and succeeding five fiscal years. The Fire Fund is a dedicated District fund solely for fire services, funded by ad valorem property taxes received by the District, with 92 percent allocated to the Fire Fund and the remaining 8 percent to park facilities.

2.10.1 Fire Service Costs

Revenues

Table 38 summarizes District Fire Fund revenues over the previous ten fiscal years.

Table 38—Recent Fire Fund Revenue History

Revenue Source	FY 2009–10	FY 2010–11	FY 2011–12	FY 2012–13	FY 2013–14	FY 2014–15	FY 2015–16	FY 2016–17	FY 2017–18	FY 2018–19
Property Taxes/Assessments	1,242,793	1,190,039	1,201,039	866,887	879,808	917,968	965,762	992,078	1,039,722	1,082,599
Investment Earnings	840	0	0	898	1,557	1,541	1,704	1,704	1,704	9,733
State Revenue	0	0	0	0	0	0	0	0	0	141
Other Operating Revenue	364,606	25,203	27,528	48,118	52,305	42,735	82,730	35,932	59,099	55,106
Other Non-Operating Revenue	10,969	7,414	0	0	17,761	2,554	0	950	0	4,100
Total Revenue	1,619,208	1,222,656	1,228,567	915,903	951,431	964,798	1,050,197	1,030,664	1,100,525	1,151,679
Change		-24.49%	0.48%	-25.45%	3.88%	1.40%	8.85%	-1.86%	6.78%	4.65%

Source: Groveland Community Services District

As Table 36 shows, 94 percent of FY 2018–19 revenues were property taxes. Of the different revenue sources used to support local government services, secured property taxes can be reliable and predictable over time, but are also subject to fluctuation as economic factors affect property values. Supplemental property taxes can also fluctuate when the local market intersects with factors affecting the local/regional economy. Fire Fund property tax revenue *decreased* nearly 13 percent from \$1.243 million in FY 2009–10 to \$1.083 million in FY 2018–19, primarily due to the defeat of a parcel assessment ballot measure in 2012. Based on anticipated minimal District growth and related minimal anticipated growth in the District’s property tax base, property tax revenue is projected to increase an average of a mere three percent annually.

Other Fire Fund revenue sources include interest on investments (fund balance), and other operating and non-operating sources, many of which are unpredictable or non-permanent including State Assistance by Hire assignment reimbursements, grant funds, refunds, donations, sale of

Groveland Community Services District

2020 Fire Master Plan Update

assets, etc., some of which also have full or partial offsetting costs. For the purpose of this review, Citygate conservatively projected total annual revenue growth over the next five fiscal years at an average of 2.85 percent.

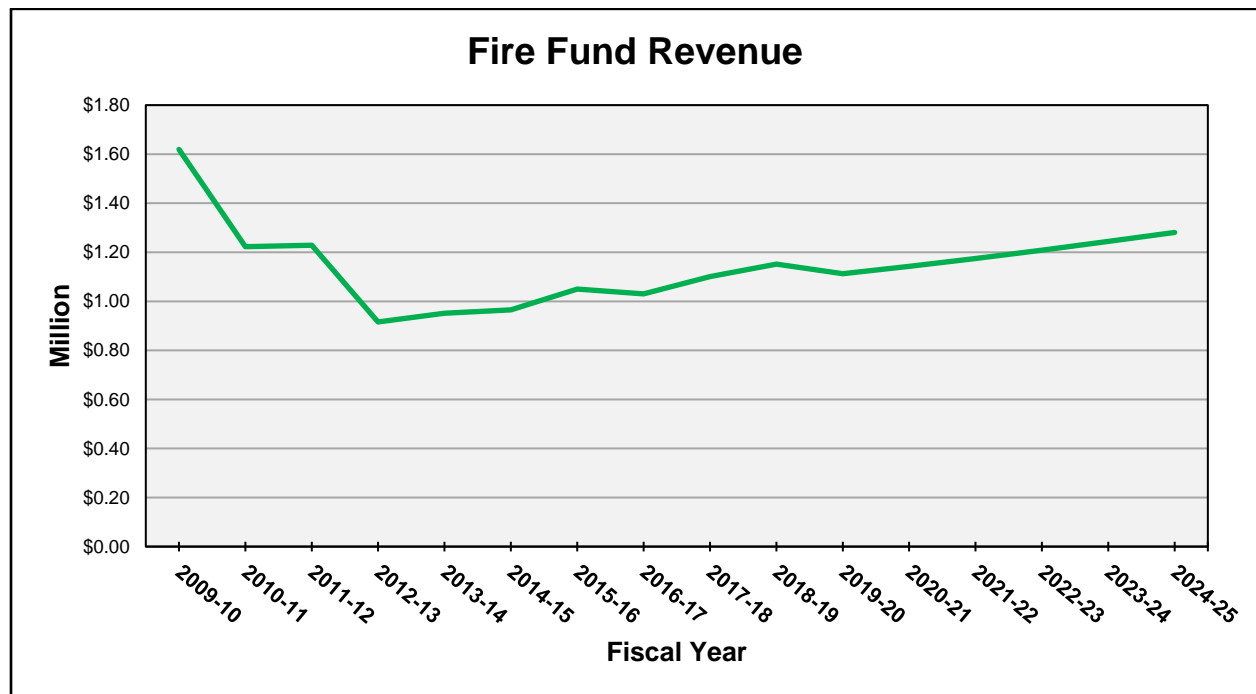
Table 37 summarizes projected Fire Fund revenue for the current and succeeding five fiscal years based on three percent annual growth in property tax revenue, 50 percent annual reduction in investment earnings, and no annual change in other revenue sources.

Table 39—Projected Fire Fund Revenue

Revenue Source	FY 2019–20	FY 2020–21	FY 2021–22	FY 2022–23	FY 2023–24	FY 2024–25
Property Taxes	1,086,768	1,119,371	1,152,952	1,187,541	1,223,167	1,259,862
Investment Earnings	5,000	2,500	500	0	0	0
State Revenue	0	0	0	0	0	0
Other Operating Revenue	20,000	20,000	20,000	20,000	20,000	20,000
Other Non-Operating Revenue	1,000	1,000	1,000	1,000	1,000	1,000
Total Revenues	1,112,768	1,142,871	1,174,452	1,208,541	1,244,167	1,280,862
Change	-3.38%	2.71%	2.76%	2.90%	2.95%	2.95%

Figure 19 illustrates recent and projected near future Fire Fund revenue.

Figure 19—Fire Fund Revenue by Year



Groveland Community Services District
2020 Fire Master Plan Update

Expenditures

Table 38 summarizes District Fire Fund expenditures over the previous ten fiscal years.

Table 40—Recent Fire Fund Expenditure History

Expenditure Category	FY 2009–10	FY 2010–11	FY 2011–12	FY 2012–13	FY 2013–14	FY 2014–15	FY 2015–16	FY 2016–17	FY 2017–18	FY 2018–19
CAL FIRE Schedule A Contract	0	0	0	133,403	599,889	633,791	700,015	826,304	852,238	948,239
CAL FIRE Amador Plan	505	112	313	0	0	0	130,466	149,645	0	144,449
Operating/Maintenance	1,097,073	1,097,883	1,081,531	681,830	204,645	156,410	94,473	99,225	91,279	131,439
District Administration	58,200	67,941	103,139	42,160	27,859	28,158	28,363	31,767	23,203	7,801
Capital Expense	148,878	88,413	25,552	0	4,641	0	0	0	0	106,417
Total Expenditures	1,304,656	1,254,349	1,210,535	857,393	837,034	818,359	953,317	1,106,941	966,720	1,338,345
Change		-3.86%	-3.49%	-29.17%	-2.37%	-2.23%	16.49%	16.11%	-12.67%	38.44%

Source: Groveland Community Services District

As Table 38 shows, Fire Fund expenditures increased a total of 2.6 percent from FY 2009–10 to FY 2018–19, with the CAL FIRE Schedule A contract cost increasing 58 percent over the past five years.

Table 39 summarizes projected necessary Fire Fund expenditures for the current and succeeding five fiscal years based on a five percent annual increase in the CAL FIRE Schedule A and Amador Plan Agreements, five percent annual increase in operations and maintenance, and a two percent annual increase in District administration costs. Capital expenses are projected pursuant to the Fire Department’s Capital Replacement Plan; however, current and projected revenues are insufficient to provide for replacement of the District’s fire apparatus and related equipment.

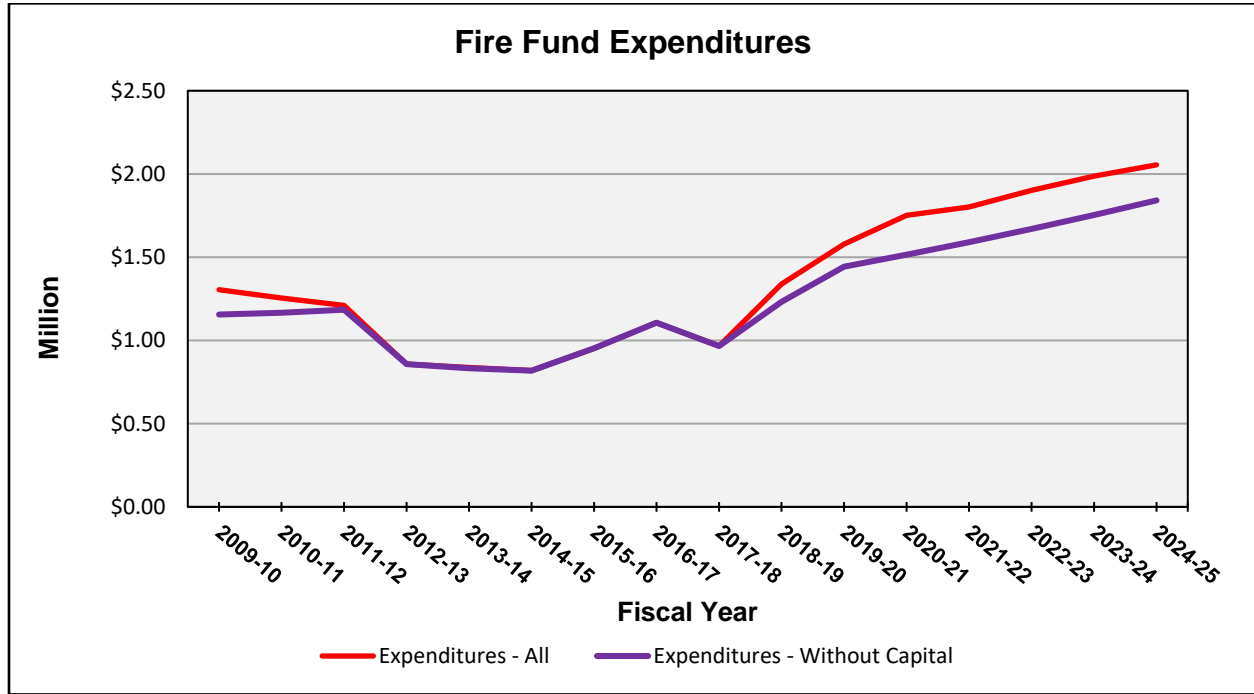
Table 41—Projected Fire Fund Expenditures

Expenditure Category	FY 2019–20	FY 2020–21	FY 2021–22	FY 2022–23	FY 2023–24	FY 2024–25
CAL FIRE Schedule A Contract	1,077,718	1,131,604	1,188,184	1,247,593	1,309,973	1,375,472
CAL FIRE Amador Plan	272,512	286,138	300,444	315,467	331,240	347,802
Operating/Maintenance	72,499	76,124	79,930	83,927	88,123	92,529
District Administration	20,007	21,007	22,058	23,161	24,319	25,535
Capital Expense	136,000	236,500	211,500	231,500	233,500	213,500
Total Expenditures	1,578,736	1,751,373	1,802,116	1,901,647	1,987,155	2,054,837
Change		17.96%	10.94%	2.90%	5.52%	3.41%

Groveland Community Services District
2020 Fire Master Plan Update

Figure 20 illustrates recent and projected near future Fire Fund expenditures.

Figure 20—Fire Fund Expenditures by Year



Revenues to Expenditures

Table 40 summarizes Fire Fund revenues to expenditures over the previous 10 years.

Table 42—Fire Fund Revenues to Expenditures

Category	FY 2009–10	FY 2010–11	FY 2011–12	FY 2012–13	FY 2013–14	FY 2014–15	FY 2015–16	FY 2016–17	FY 2017–18	FY 2018–19
Revenues	1,619,208	1,222,656	1,228,567	915,903	951,431	964,798	1,050,197	1,030,664	1,100,525	1,151,679
Expenditures (All)	1,304,656	1,254,349	1,210,535	857,393	837,034	818,359	953,317	1,106,941	966,720	1,338,345
Revenues to Expenditures (All)	314,552	-31,693	18,032	58,510	114,397	146,439	96,880	-76,277	133,805	-186,666
Expenditures (Less Capital)	1,155,778	1,165,936	1,184,983	857,393	832,393	818,359	953,317	1,106,941	966,720	1,231,928
Revenues to Expenditures (Less Capital)	463,430	56,720	43,584	58,510	119,038	146,439	96,880	-76,277	133,805	-80,249

Source: Groveland Community Services District

Groveland Community Services District

2020 Fire Master Plan Update

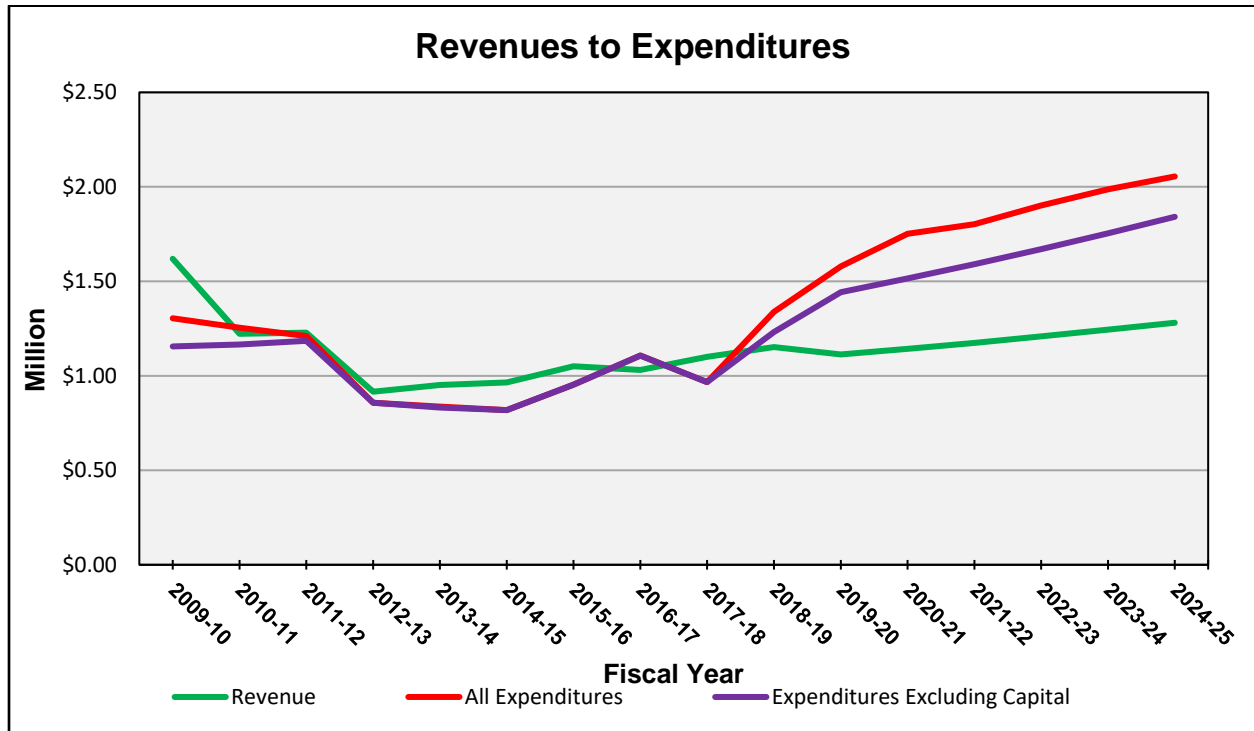
As Table 40 shows, revenues have generally exceeded expenditures over the previous ten years except in FY 2010–11, 2016–17, and 2018–19. Table 41 summarizes projected Fire Fund revenues to expenditures for the current and succeeding five fiscal years.

Table 43—Projected Fire Fund Revenues to Expenditures

Category	FY 2019–20	FY 2020–21	FY 2021–22	FY 2022–23	FY 2023–24	FY 2024–25
Revenues	1,112,768	1,142,871	1,174,452	1,208,541	1,244,167	1,280,862
Expenditures (All)	1,578,736	1,751,373	1,802,116	1,901,647	1,987,155	2,054,837
Revenues to Expenditures (All)	-465,968	-608,502	-627,664	-693,106	-742,988	-773,975
Expenditures (Less Capital)	1,442,736	1,514,873	1,590,616	1,670,147	1,753,655	1,841,337
Revenues to Expenditures (Less Capital)	-329,968	-372,002	-416,164	-461,606	-509,488	-560,475
Deficit to Revenue Percentage	29.65%	32.55%	35.43%	38.20%	40.95%	43.76%

As Table 40, Table 41, and Figure 21 show, expenditures consistently exceed revenues beginning in FY 2018–19, resulting in a structural annual budget deficit requiring augmentation from Fire Fund reserves to balance. This budget deficit is due, in part, to projected continued CAL FIRE Schedule A contract cost increases in excess of projected annual property tax revenue, as well as the District’s projected CAL FIRE Amador Plan costs, for which the state has not charged the District three of the last five years due to drought conditions and the extended fire seasons. As these tables further show, this structural budget deficit is nearly 30 percent of revenues in the current fiscal year and is projected to increase each succeeding year to nearly 44 percent by FY 2024–25 without a significant amount of new revenue and/or a significant reduction in expenditures. Even elimination of the District’s CAL FIRE Amador Plan Agreement would not close this structural budget deficit.

Figure 21—Revenues to Expenditures



Finding #20: Fire Fund revenues exceeded expenditures in seven of the last ten fiscal years.

Finding #21: Since Fiscal Year 2017–18, the District has experienced a structural fire services budget deficit where expenditures exceed revenues, requiring augmentation from Fire Fund reserves to achieve a balanced budget. Without significant new revenues and/or a significant reduction in expenditures, this structural budget deficit is projected to increase annually.

Capital Asset Replacement/Renewal

The Department has developed an extensive capital asset replacement and renewal plan that establishes an expected useful service life for each asset, estimated current replacement cost, and annual cost required to replace or renew each asset as scheduled. The District’s annual fire budget, however, has not included any significant capital expense from FY 2010–11 through FY 2017–18. The current fiscal year budget includes the full \$250,000 allocation in the replacement plan; however, the Department is approximately \$180,000 in arrears on scheduled capital replacement

Groveland Community Services District

2020 Fire Master Plan Update

and will require an average annual allocation of \$250,000 over the next five years to maintain scheduled capital replacement/renewal.

Fire Fund Balance

Table 42 shows the District’s Fire Fund balance for the previous ten fiscal years.

Table 44—Fire Fund End of Fiscal Year Balance

Fire Fund	FY 2009–10	FY 2010–11	FY 2011–12	FY 2012–13	FY 2013–14	FY 2014–15	FY 2015–16	FY 2016–17	FY 2017–18	FY 2018–19
End-of-Fiscal-Year Balance	823,963	792,270	810,303	868,813	983,210	1,129,649	1,231,528	1,155,251	1,289,056	1,102,390

Source: Groveland Community Services District

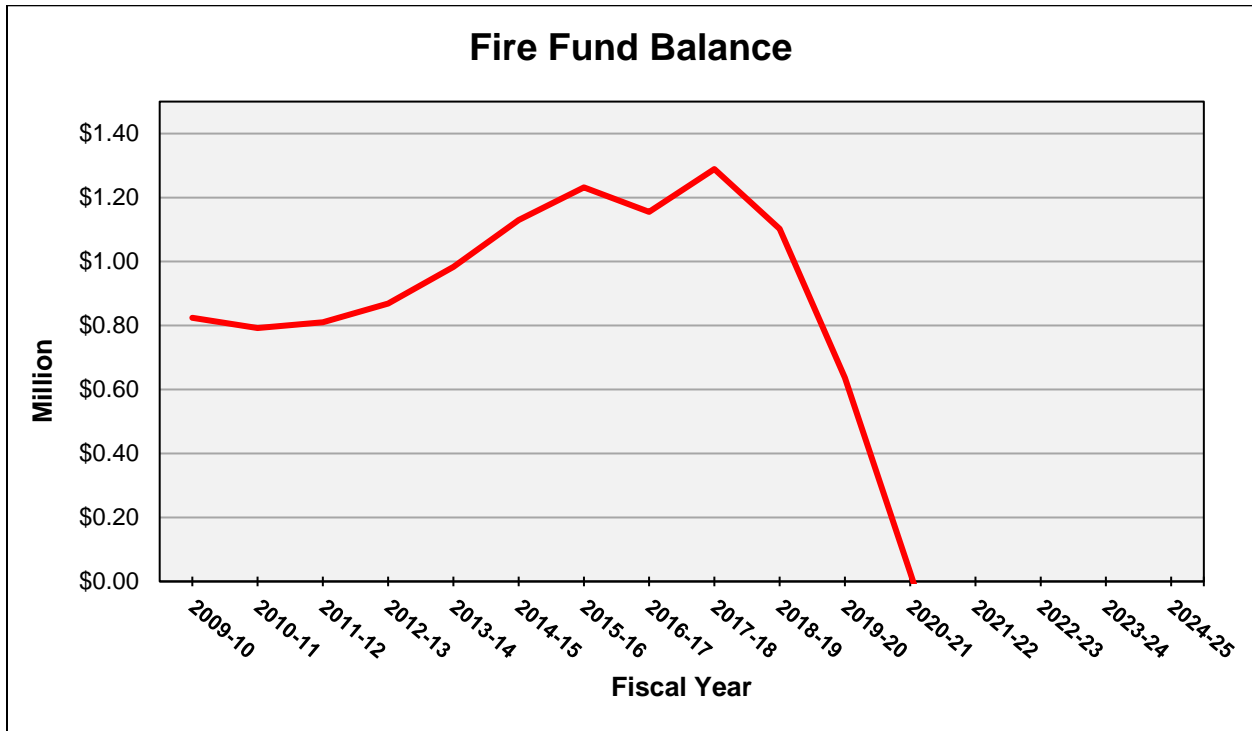
Table 43 shows the projected Fire Fund balance for the current and succeeding five fiscal years given projected revenues and expenditures.

Table 45—Projected Fire Fund Balance

Fire Fund	FY 2019–20	FY 2020–21	FY 2021–22	FY 2022–23	FY 2023–24	FY 2024–25
Projected End-of-Fiscal-Year Balance	636,422	27,920	-599,744	-1,292,851	-2,035,838	-2,809,814

Figure 22 illustrates the District’s historical and projected end-of-fiscal-year Fire Fund Balance.

Figure 22—Fire Fund Balance



As Figure 22 illustrates, the District’s Fire Fund is projected to be exhausted within the next two fiscal years without additional revenue and/or significant reduction in expenditures.

Finding #22: Given projected revenues and expenditures, the District’s Fire Fund is projected to be *exhausted* within the next two fiscal years.

2.10.2 Long-Term Funding Needs

Table 46 and Table 47 identify Citygate’s estimated costs to maintain current fire services, including establishing and maintaining a 20 percent Fire Fund reserve.

Groveland Community Services District
2020 Fire Master Plan Update

Table 46—Projected Fire Service Costs (FY 2020–21 through FY 2024–25)

Cost Category	Annual Change Factor	Projected Costs				
		FY 2020–21	FY 2021–22	FY 2022–23	FY 2023–24	FY 2024–25
CAL FIRE Schedule A Contract	5.00%	1,131,604	1,188,184	1,247,593	1,309,973	1,375,472
CAL FIRE Amador Plan Agreement	5.00%	286,138	300,444	315,467	331,240	347,802
Operations/Maintenance	5.00%	76,124	79,930	83,927	88,123	92,529
District Administration	5.00%	21,007	22,058	23,161	24,319	25,535
Fire Fund Reserve	0.00%	26,500	26,500	26,500	26,500	26,500
Capital Replacement/Renewal ¹		236,500	211,500	231,500	233,500	213,500
Total Projected Expenditures		1,777,873	1,828,616	1,928,147	2,013,655	2,081,337
Projected Revenue		1,142,871	1,174,452	1,208,541	1,244,167	1,280,862
Gap		-635,002	-654,164	-719,607	-769,488	-800,475

¹ As identified in the District Fire Capital Replacement Plan

Table 47—Projected Fire Service Costs (FY 2025–26 through FY 2029–30)

Cost Category	Annual Change Factor	Projected Costs				
		FY 2025–26	FY 2026–27	FY 2027–28	FY 2028–29	FY 2029–30
CAL FIRE Schedule A Contract	5.00%	1,444,245	1,516,457	1,592,280	1,671,894	1,755,489
CAL FIRE Amador Plan Agreement	5.00%	365,192	383,452	402,624	422,756	443,893
Operations/Maintenance	5.00%	97,156	102,013	107,114	112,470	118,093
District Administration	5.00%	26,811	28,152	29,559	31,037	32,589
Fire Fund Reserve	0.00%	26,500	26,500	26,500	26,500	26,500
Capital Replacement/Renewal ¹		236,500	236,500	242,500	239,500	218,500
Total Projected Expenditures		2,196,404	2,299,074	2,397,578	2,483,157	2,645,065
Projected Revenue		1,318,658	1,357,588	1,397,685	1,438,986	1,481,525
Gap		-877,746	-941,487	-999,893	-1,044,171	-1,163,540

¹ As identified in the District Fire Capital Replacement Plan

Finding #23: The District will require an *additional* estimated \$0.635 million in revenue in Fiscal Year 2020–21 to maintain current fire services, increasing approximately five percent each subsequent year to an estimated \$1.164 million in Fiscal Year 2029–30.

2.10.3 Potential Supplemental Funding Strategies

Given the minimal projected growth of the District’s property tax base over the foreseeable future as discussed in Section 2.10.1, the District will require additional revenues to maintain current fire services as estimated in Section 2.10.2. Potential supplemental funding strategies include:

1. An annual parcel assessment.
2. A special tax.
3. Non-resident service fees.
4. A cost recovery/reimbursement agreement with Tuolumne County.

Parcel Assessment

The District had a voter-approved supplemental parcel assessment in place until a replacement assessment was defeated by District voters in 2012. Proposition 218 (California Government Code Section 53750 et seq.), adopted by state voters in 1997, established the following requirements for parcel assessments:

- ◆ The proposed assessment must be supported by a detailed engineer’s report prepared by a California certified Registered Professional Engineer.
- ◆ All property owners affected by the proposed assessment must be notified in writing of the proposed assessment at least 45 days in advance of the Public Hearing to adopt the assessment. An assessment ballot must be included.
- ◆ The agency proposing the assessment shall conduct a public hearing on the proposed assessment.
- ◆ At the conclusion of the public hearing, the assessment ballots will be tabulated by proportional weight by an impartial person.
- ◆ If a majority of weighed votes received oppose the assessment, it cannot be imposed.

California Government Code Section 61122 (Community Services District Law) authorizes community services districts to levy assessments for operations and maintenance consistent with the requirements of Proposition 218.

Special Tax

A special tax, which is typically charged at a uniform rate to applicable parcels, is another potential revenue strategy. This alternative, however, requires a two-thirds majority approval by District registered voters, many of whom are not the property owners.

Non-Resident Service Fees

California Government Code Section 61115 authorizes community services districts to establish rates or other charges for services and facilities that a district provides and provides for the enforcement and collection of those rates or other charges. California Government Code Section 61060 further authorizes community services districts to adopt, by ordinance, and enforce rules and regulations for the administration, operation, and use and maintenance of the facilities and services of the district.

Some California agencies have adopted ordinances charging non-residents for services funded predominantly through taxes and/or fees paid by residents. Many of these agencies are reluctant to bill non-residents directly, and generally seek reimbursement for services provided to non-residents from their automobile or homeowner/renter insurance carrier. While the California insurance industry has not legally challenged these ordinances, successful collection has been mixed depending on the insurance company involved. One challenge with this process is identifying the insurance provider. Regarding traffic collisions, the California Highway Patrol (CHP) or local law enforcement agency has been the source of this information; however, the CHP has changed its policy and no longer shares this information. Because of this, some agencies are discontinuing enforcement of their non-resident service fees, including the Ebbetts Pass Fire Protection District locally. While this funding strategy may appear to have merit, based on the number of non-residents who receive services from the District Fire Department, Citygate recommends that the District thoroughly investigate and evaluate the potential revenue likely to be generated from this source versus the capacity and costs required to administer such a program.

Cost Recovery/Reimbursement Agreement with Tuolumne County

The District provides emergency vegetation and vehicle fire, and EMS emergency response services between Moccasin and the entrance to Yosemite National Park along Highway 120 pursuant to the Tuolumne County Automatic Aid Agreement. The District has historically provided services as needed beyond its statutory boundaries as the only career-staffed agency available year-round on Highway 120 between Highway 49 and Yosemite National Park. Most of the Tuolumne County Fire Department stations are staffed by volunteer firefighters as available, including Moccasin and Smith Station nearest Groveland. According to District staff, nearly all District responses outside the District are due to no other staffed response resources being available, including Smith Station and Buck Meadows. During summer fire season months, any response outside of the District leaves no staffed resources immediately available for a concurrent incident within the District, unless the CAL FIRE Groveland Station is staffed and available. It should be noted that an out-of-District fire or traffic accident response may result in the District's resource being committed to the incident for several hours.

While the County funds the volunteer County Fire Department stations, it also provides the following services within the District at no direct District cost:

- ◆ Dispatch services
- ◆ New development site plan review
- ◆ New construction fire inspections
- ◆ State-mandated fire safety inspections for specified occupancies
- ◆ Administration of District fire services (Division Chief)
- ◆ Training of District fire personnel
- ◆ Safety Officer response to emergency incidents, as required.

The Terra Vi Resort Project Summary (September 25, 2019) reviewed for this report does not address which agency will provide first responder fire services at the proposed resort, although the County Fire Department Smith Station and U.S. Forest Service (USFS) Buck Meadows stations are closest. If no full-time staffing is provided at either of these stations, it is reasonable to assume that Groveland will continue to be the closest staffed response agency. If this appears likely as the development continues through the environmental review and approval process, the District should negotiate a cost recovery agreement with the County for responses outside of the District. Where there are no other response forces, the automatic mutual aid zone area is not reciprocal and, as such, a District response capacity standby fee is appropriate. A per-incident reimbursement for actual costs does not, at the frequency of use, appropriately compensate the District for all its direct and overhead expenses in operating fire services. Thus, a more stable annual fee is needed to offset a percentage of the District's annual fire service provided outside of the District.

2.10.4 Fiscal Review Summary

Beginning in FY 2016–17, and continuing again since FY 2018–19, the District has spent more on fire services than it receives in revenue. This is the result of several factors including voter defeat of the District's former parcel tax in 2012, minimal growth in the District's property tax base, an increase in revenues of 19 percent from FY 2014–15 to FY 2018–19 compared to an increase in expenditures of 63 percent over the same time, and a 50 percent increase in the District's CAL FIRE Schedule A contract cost over the same time.

Given projected near-term revenues and expenditures and a resultant widening fiscal deficit, the District's Fire Fund is projected to be *exhausted* within the next two fiscal years, absent additional revenue and/or significant reductions in expenditures. Even elimination of the District's CAL FIRE Amador Plan Agreement would not close this fiscal gap. The District will require an additional estimated \$0.635 million in revenue next fiscal year to close the projected gap to maintain current fire services, increasing by a total of 83 percent to \$1.164 million in FY 2029–

30. The District has multiple funding strategies available for consideration to close this revenue gap, including:

1. An annual parcel assessment.
2. A special tax.
3. Non-resident service fees.
4. A cost recovery/reimbursement agreement with Tuolumne County.

Of these four alternatives, Citygate considers an annual parcel assessment or special tax, and/or a cost recovery/reimbursement agreement with Tuolumne County, as the most viable funding strategies. Absent significant additional annual revenues as described in Section 2.10.2, the District is facing *severe* fire service reductions, including elimination of its CAL FIRE Amador Plan Agreement as well as potential loss of its CAL FIRE Schedule A contract. Should this occur, the District could also be facing elimination of fire protection services in total, which would likely require abandonment of those latent District powers through a formal process as established by the Tuolumne County Local Agency Formation Commission.

Finding #24: The District has multiple supplemental funding strategy options available for consideration, with an annual parcel assessment and cost recovery/reimbursement agreement with Tuolumne County considered most viable.

Finding #25: Absent significant additional annual revenues, the District is facing *severe* fire service reductions, including elimination of its CAL FIRE Amador Plan Agreement as well as potential loss of its CAL FIRE Schedule A contract.

Finding #26: Absent significant additional annual revenues, the District could potentially be faced with eliminating fire protection services through a Local Agency Formation Commission latent power abandonment process.

Recommendation #5: The District should consider seeking voter approval of an annual parcel assessment or special tax to provide necessary supplemental funding to, at a minimum, maintain current fire protection services.

Groveland Community Services District

2020 Fire Master Plan Update

Recommendation #6: The District should consider seeking a cost recovery/reimbursement agreement with Tuolumne County for the District's percentage of total responses outside of the automatic mutual aid zone.

SECTION 3—NEXT STEPS

Citygate's recommended next steps include:

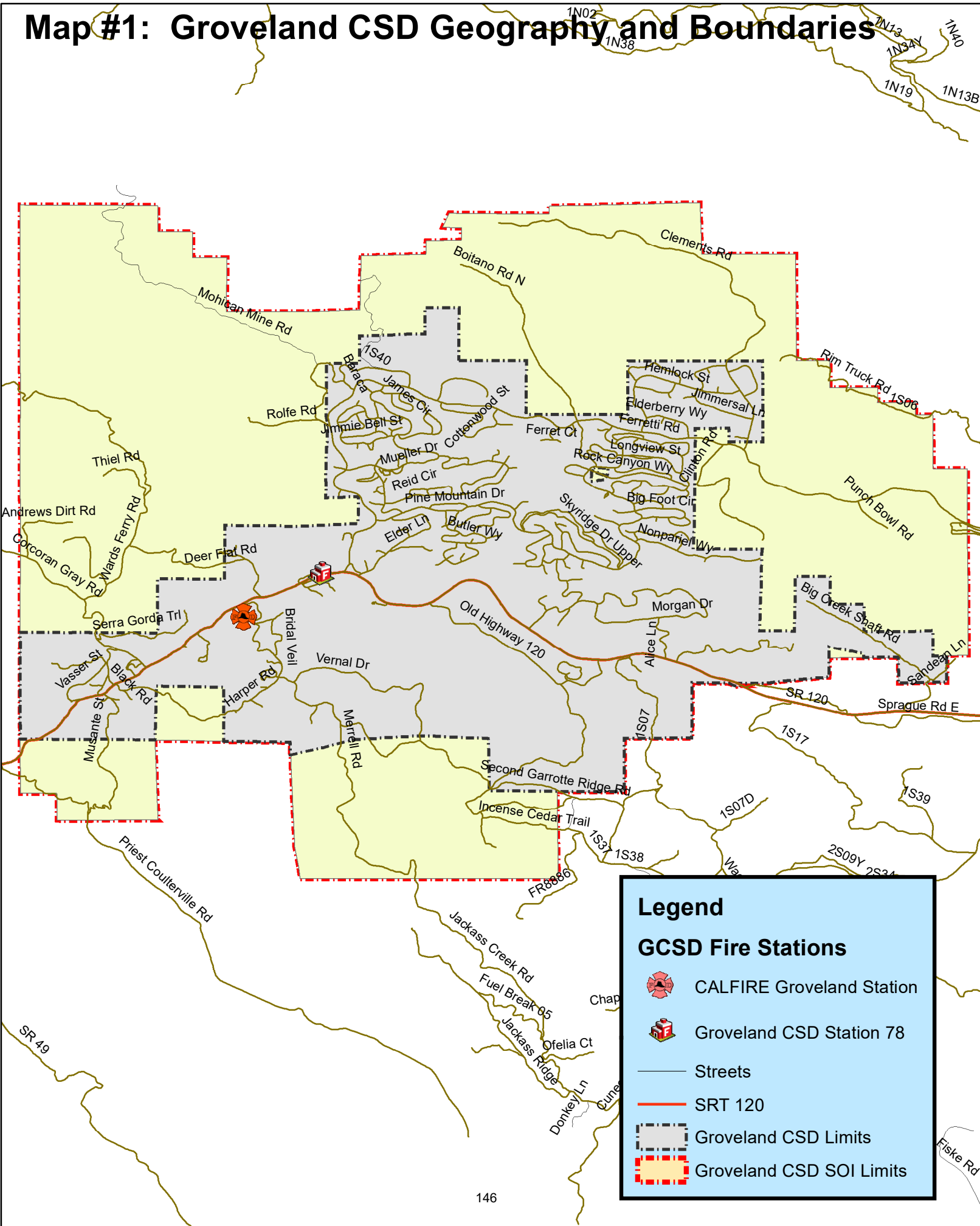
1. Review and absorb the content, findings, and recommendations of this Fire Master Plan Update.
2. Prepare a staff report and draft resolution for consideration by the District Board of Directors adopting the included recommended response performance goals.
3. Aggressively pursue one or more of the suggested funding strategies to ensure long-term fiscal sustainability.
4. Provide additional daily staffing if/when funding becomes available; consider seeking a Federal Emergency Management Agency (FEMA) Staffing for Adequate Fire and Emergency Response (SAFER) grant to provide partial reimbursement of those costs over the first three years.

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

APPENDIX A—MAP ATLAS

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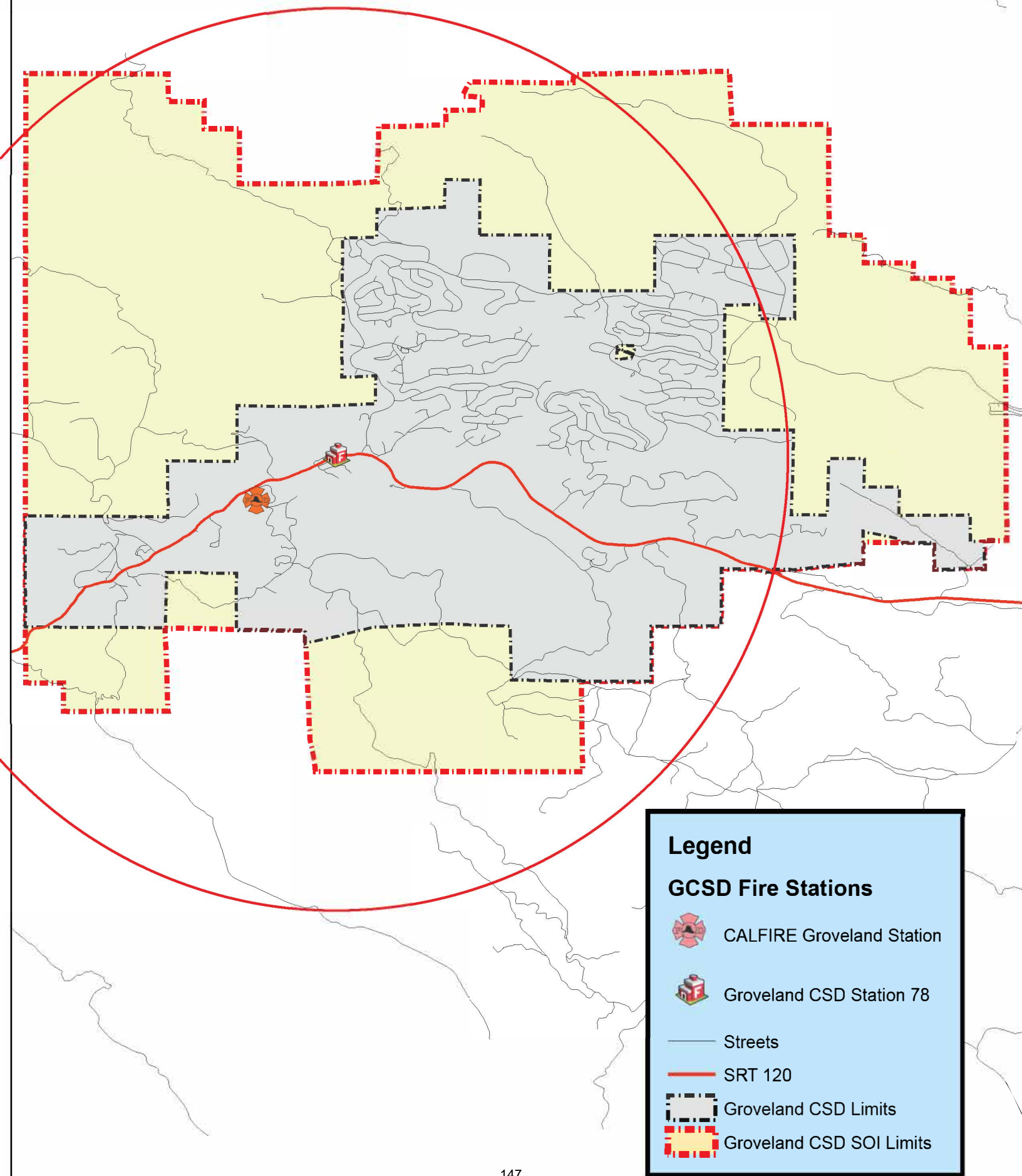
Map #1: Groveland CSD Geography and Boundaries



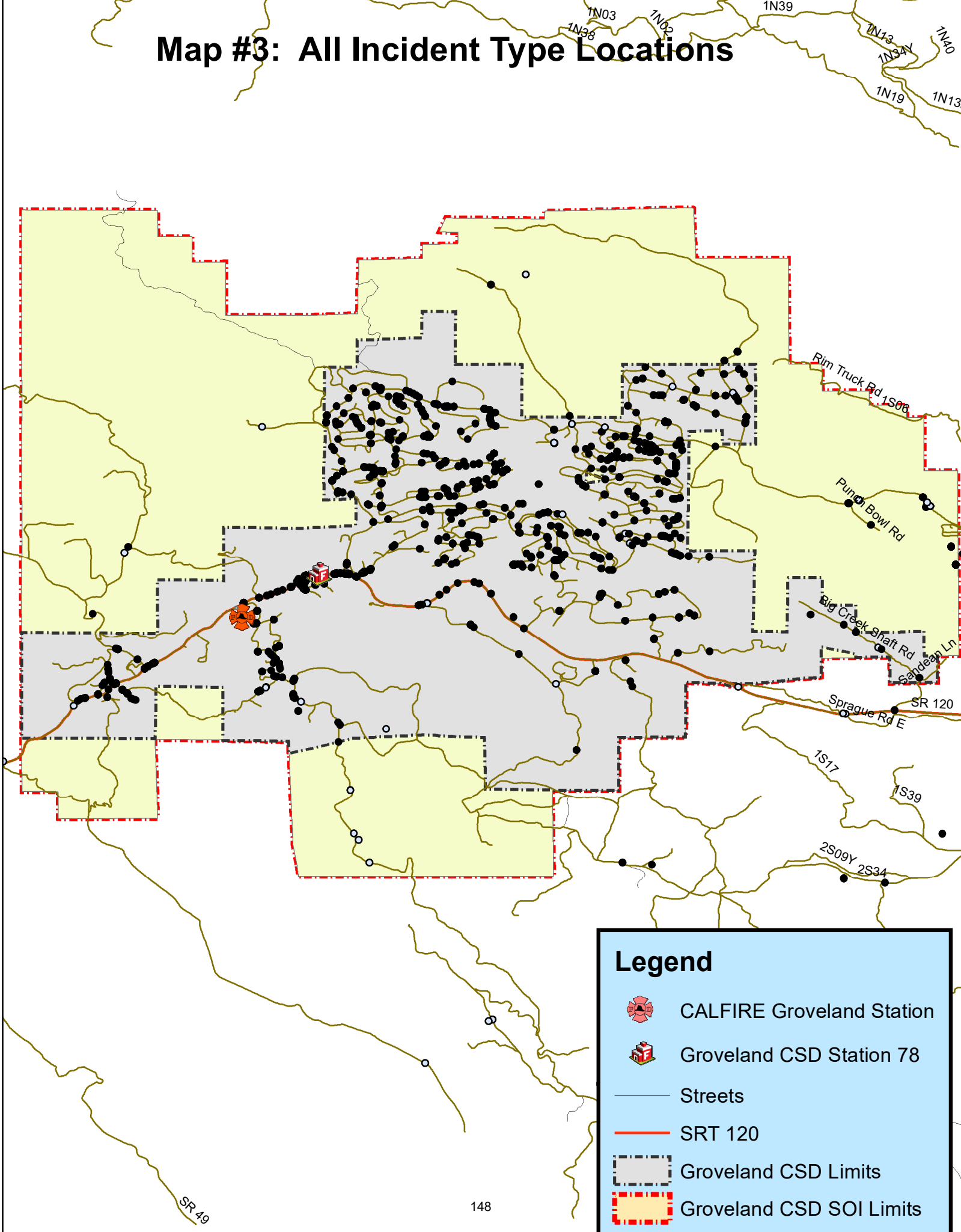
Legend

-  CALFIRE Groveland Station
-  Groveland CSD Station 78
-  Streets
-  SRT 120
-  Groveland CSD Limits
-  Groveland CSD SOI Limits

Map #2: 10:30 (5.5 Mile) First Due Travel from FS 78



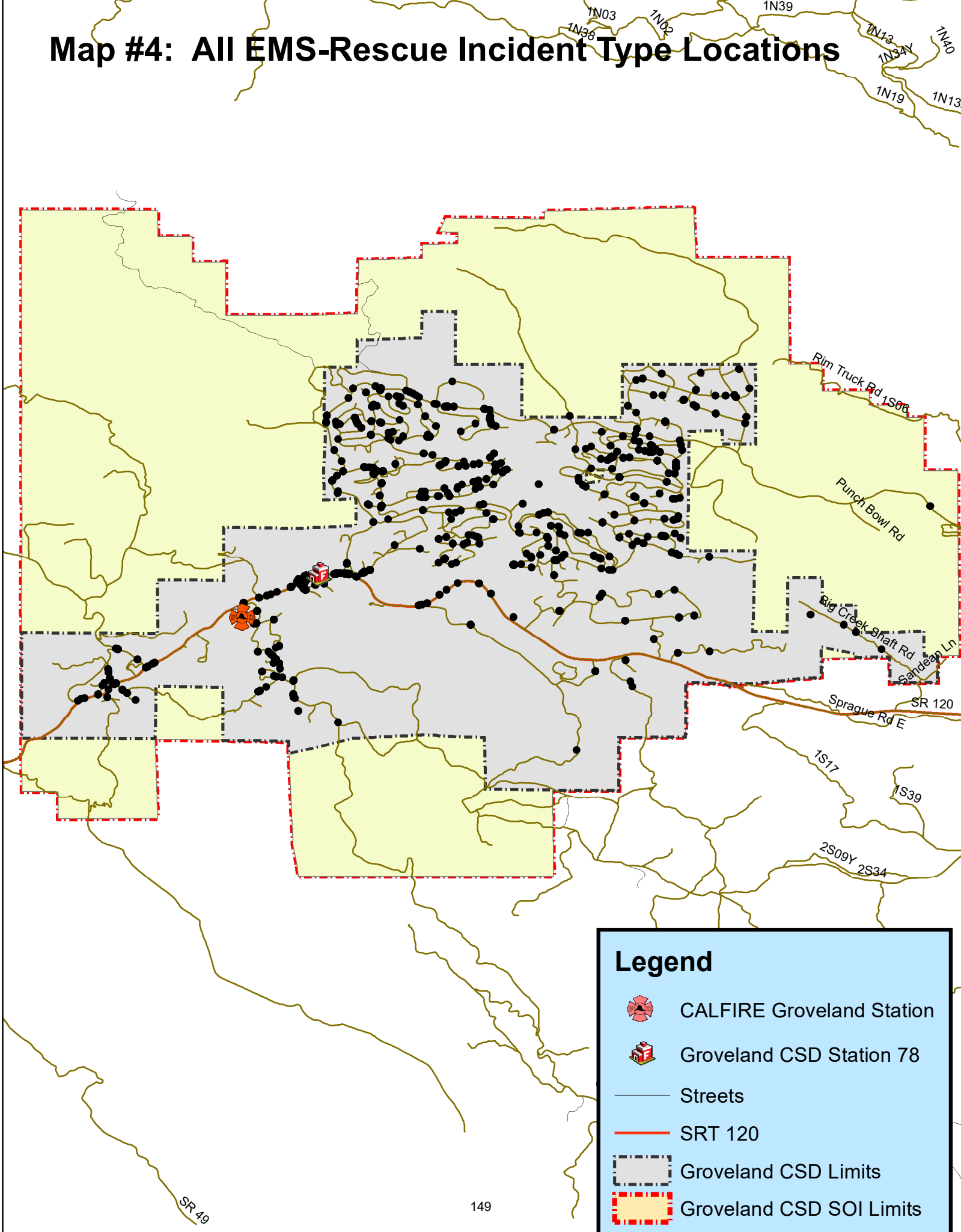
Map #3: All Incident Type Locations









Legend

- CALFIRE Groveland Station
- Groveland CSD Station 78
- Streets
- SRT 120
- Groveland CSD Limits
- Groveland CSD SOI Limits

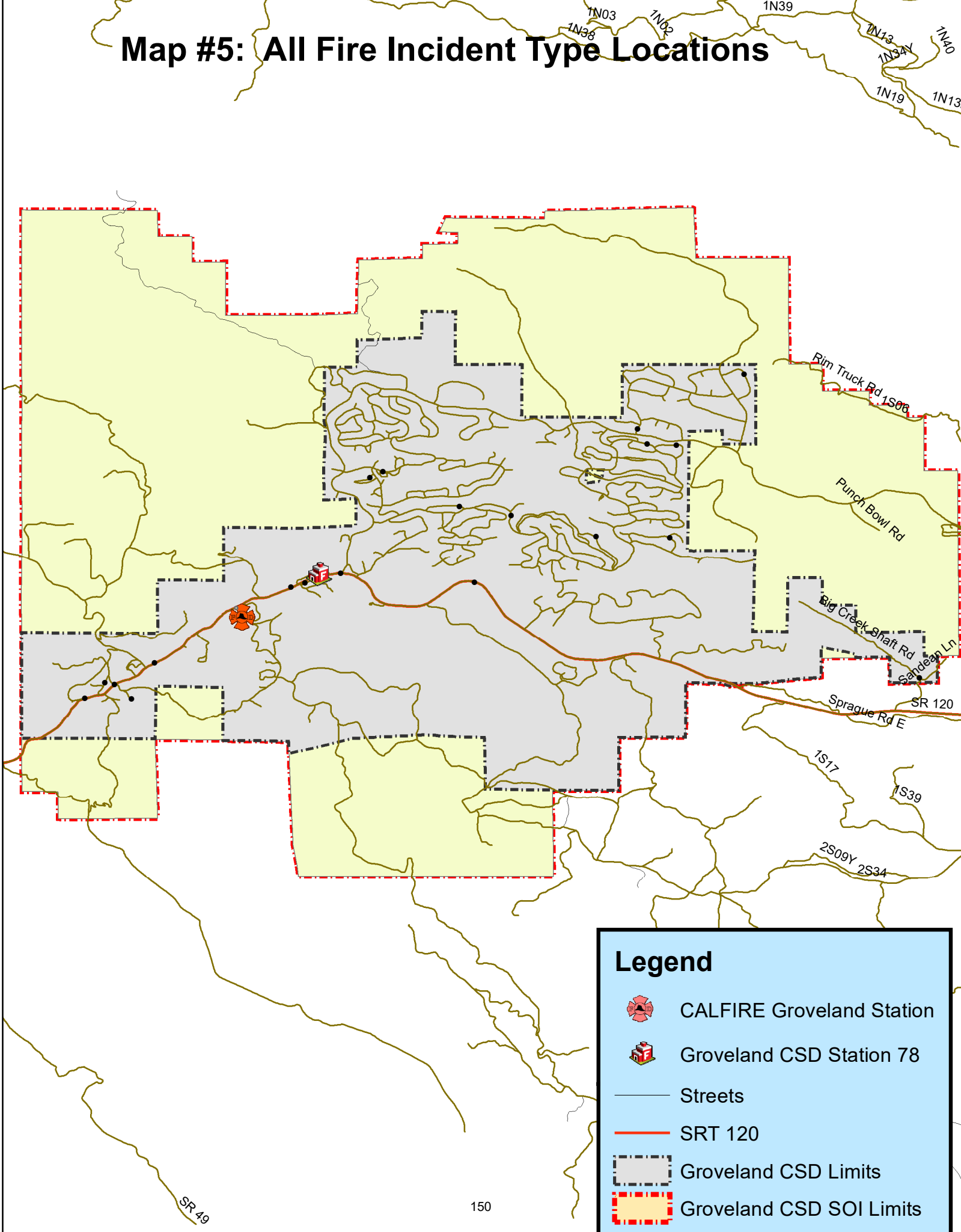
Map #4: All EMS-Rescue Incident Type Locations









Legend

-  CALFIRE Groveland Station
-  Groveland CSD Station 78
-  Streets
-  SRT 120
-  Groveland CSD Limits
-  Groveland CSD SOI Limits

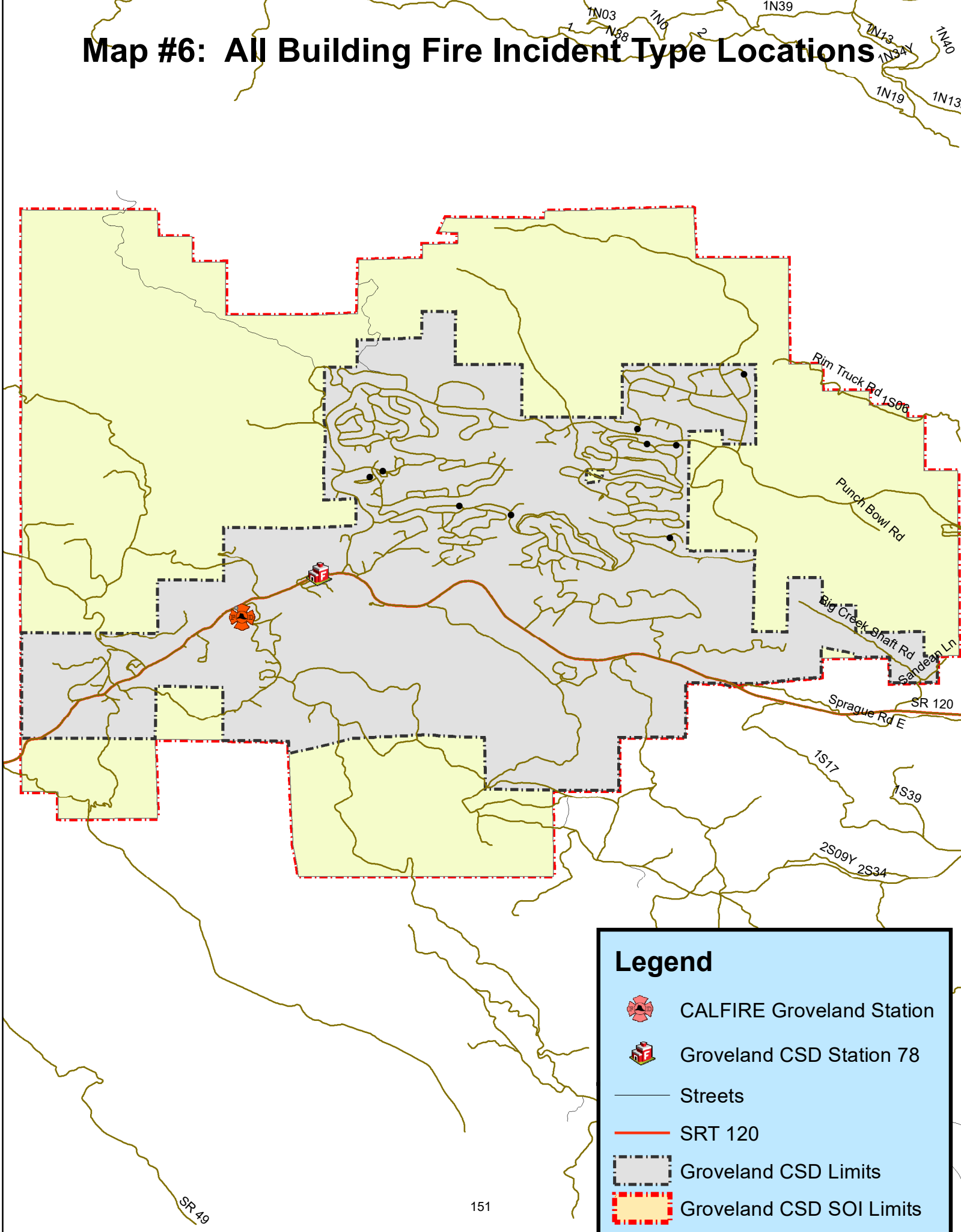
Map #5: All Fire Incident Type Locations









Legend

-  CALFIRE Groveland Station
-  Groveland CSD Station 78
-  Streets
-  SRT 120
-  Groveland CSD Limits
-  Groveland CSD SOI Limits

Map #6: All Building Fire Incident Type Locations



Legend

-  CALFIRE Groveland Station
-  Groveland CSD Station 78
-  Streets
-  SRT 120
-  Groveland CSD Limits
-  Groveland CSD SOI Limits



BOARD MEETING AGENDA SUBMITTAL

TO: GCSB Board of Directors

FROM: Andrew Murphy, Assistant Fire Chief

MEETING DATE: 5/12/2020

SUBJECT: Agenda Item 6B: Consideration of Approval of Application to the Staffing for Adequate Fire and Emergency Response (SAFER) Grant Program Funded by FEMA to Increase District Fire Department Staffing at the Groveland Fire Station to a Minimum of Three Persons Daily

RECOMMENDED ACTION

Approve application to the Staffing for Adequate Fire and Emergency Response (SAFER) Grant for the purpose of the hiring three new firefighters to increase on-duty staffing to a minimum of three persons daily for GCSB Fire in the amount of approximately \$1,300,235, **and** authorize the General Manager to sign.

BACKGROUND

The Staffing for Adequate Fire and Emergency Response (SAFER) Grant application period has recently opened. This grant through the Federal Emergency Management Agency (FEMA) was created to provide funding directly to fire departments to help them increase or maintain the number of trained, "front line" firefighters available in their communities. The goal of SAFER is to enhance the local fire departments' abilities to comply with staffing, response and operational standards established by the NFPA (NFPA 1710 and/or NFPA 1720). Assistance to Firefighter's grant applications are due May 15, 2020 with the anticipated award announcements being in mid-2020.

The SAFER Grant Program is a competitive, discretionary grant program to provide federal financial assistance to help fire departments hire new firefighters. The goal is to improve fire department staffing levels to ensure that an adequate number of personnel respond and safely perform at incident scenes and provide protection from fire and fire-related hazards within communities. This grant provides three-year grants to assist fire departments by paying a portion of the salaries and benefits of the SAFER-funded positions.

A landmark study, "*Report on Residential Fireground Field Experiments*," conducted by the National Institute of Standards and Technology published in April of 2010 and decades of research by the National Fire Protection Association (NFPA), an international nonprofit organization devoted to eliminating death, injury, property and economic loss due to fire, electrical and related hazards, supports increased staffing for fire departments

and shows that, for crews facing a single-family home on fire, or a significant medical emergency, size of the crew matters. When a reduced staffed fire company encounters a working structure fire, it is forced to make difficult decisions regarding its personal safety versus its commitment to saving lives and property.

Additional staffing gives crews on scene greater flexibility to operate, especially in rural areas where the next in resources are a significant distance away. Additional staffing helps crews accomplish critical tasks on emergency scenes, like getting water on the fire sooner or raising a ladder to a window for rescue, in less time and allows firefighters to accomplish the job more quickly and get back to the station to be ready for the next call in less time.

The study shows that additional staffing makes firefighting safer and healthier for the responding crews too. With reduced staffing of two persons per engine, firefighters maximum heart rates are higher and stay higher after each response. Heart attacks are a leading cause of firefighter line of duty deaths.

Other benefits in addition to the effective response force on fires and medical aids will be increases and efficiency in all their daily duties including commercial fire inspections, defensible space inspections, educational activities, maintenance and station duties, research, accountability, outreach, new programs and much more. With an additional operator on duty, it would be possible to split-staff and deploy a second engine, virtually immediately doubling the equipment and firefighting/scene control capacity on scene. The second engine deployment is especially viable if a Resident Volunteer Firefighter is on shift or when four staff are on duty with no one on leave or external assignment.

The Draft 2020 GCSO Fire Master Plan completed by Citygate identifies the need and rationale for additional staffing in the District to increase the effective response force to mitigate emergency incidents. The hiring of additional personnel would continue GCSO towards that goal.

CAL FIRE would be responsible to provide the additional firefighters if the grant is awarded, under the terms of the Schedule A contract. The grant funding would be provided to the district to reimburse the additional CAL FIRE billing for the additional staff. Under the grant program, the District is responsible for a portion of the costs as detailed below. The amount of Federal funding provided to a recipient for hiring a firefighter in any fiscal year may not exceed:

- in the first and second years of the grant period, 75 percent of the usual annual cost of a first-year firefighter employed by that department at the time the grant application was submitted; and
- in the third year of the grant, 35 percent of the usual annual cost of a first-year firefighter employed by that fire department at the time the grant application was submitted.

“Usual annual costs” includes the base salary (exclusive of non-FLSA overtime and standard benefits package (including the average health, dental, and vision costs, FICA, life insurance, retirement/pension, etc.) offered by fire departments to first-year firefighters. The District may be eligible for a cost waiver for both the 25% match and the maximum per-firefighter costs, and will make the appropriate waiver requests in the application.

\$350,000,000 has been set aside by the Federal Government to fund this grant program. There is no maximum award amount for grant awards made under this FY 2019 SAFER Grant Program and the period of performance is 36 months.

The County of Tuolumne was previously awarded a similar SAFER grant in 2012 for the hiring of firefighters to staff Jamestown Station, which continues to be staffed through the County of Tuolumne.

ATTACHMENTS

- None

FINANCIAL IMPACTS

If awarded and no cost waivers are approved by FEMA, the grant provides 75% funding the first and second year and 35% funding the third and final year. The total cost breakdown and GCSD matching funds requirement is as follows:

	Total Cost	Proposed Grant Amount	GCSD Match
Year 1	\$412,445	\$304,572 (75% of cost)	\$107,973
Year 2	\$433,068 (+5%)	\$304,572 (75% of 1 st year)	\$128,495
Year 3	\$454,722 (+5%)	\$144,356 (35% of 1 st year)	\$310,366
	\$1,300,235	\$753,500	\$546,834

These costs are for additional CAL FIRE employees and would be hired and the positions filled and supervised according to the current practices through the Schedule A cooperative fire protection agreement. There is no obligation to continue funding the positions after year three if long-term funding isn’t secured.



BOARD MEETING AGENDA SUBMITTAL

MEETING DATE: May 12, 2020

ITEM SUBMITTED BY: Andrew Murphy, Assistant Fire Chief

SUBMITTAL PREPARED BY: Andrew Murphy, Assistant Fire Chief

AGENDA ITEM: Agenda Item 6C: Consideration of Approval of Application to the California Department of Forestry and Fire Protection, Volunteer Fire Assistance Program (VFA) for the Purchase of Additional Training, Safety, Communication and Firefighting Equipment

RECOMMENDED ACTION

Approve Application for the CAL FIRE Volunteer Assistance Grant and to allow the General Manager to sign any subsequent documentation for the application.

BACKGROUND

The primary goal of the Volunteer Fire Assistance Grant (VFA) is intended to assist rural fire protection jurisdictions in the purchase of certain training, safety and communications and other equipment. Since 1980, the VFA grant has helped firefighters and other first responders to obtain critically needed equipment, protective gear, training and other resources needed to protect the public and emergency personnel from fire and related hazards. The grant program is a 50/50 matching fund grant provided by the United States Forest Service under the Cooperative Forestry Assistance Act of 1978. The program is administered by CAL FIRE.

The GCSD Fire Department is seeking authorization to submit an application prior to May 21, 2020 for additional wildland firefighting equipment.

ATTACHMENTS

- Grant application

FINANCIAL IMPACTS

This Volunteer Fire Assistance Grant provides for an award during the fiscal year 2020/21 with a not to exceed amount of \$20,000 and a 50% GCSD match. This year GCSD Fire application is for \$1,099.95 worth of equipment. If awarded, the GCSD Fire match would be \$549.98 and would be incorporated into FY 2020/21 GCSD Fire Department's budget and assigned to the appropriate line items.

California Department of Forestry and Fire Protection
 2020-2021 Application for Funding
 Cooperative Forestry Assistance Act of 1978
 Volunteer Fire Assistance (VFA) Program
 Agreement # 7FG



A. Department/Organization

Organization Name:

Contact's First Name:

Contact's Last Name:

Street Address:

Mailing Address:

City:

County:

Zip Code:

State:

CAL FIRE Unit:

Phone Number:

Email Address:

DUNS Number:

To check to see what your DUNS Number is, or to apply for one, please visit the [DUNS Number web page](#).

B. Area to be served by award (include areas covered by contract or written mutual aid agreements).

Number of Communities:

Area:

square miles

Congressional District #:

Population:

Annual Budget:

Latitude N

° ' "

Longitude W

° ' "

(Latitude must be between 32 and 42 degrees. Longitude must be between 114 and 125 degrees. Latitude and Longitude minutes and seconds must be between 0 and 60. Use a central point in the Applicant's service area for the general area covered by the project).

All projects **MUST** have a project area.

Organization Name:

C. Activity: Annual number of emergency incidents.

Fire: + EMS: + Other: = Total:

D. Indian Tribal Community (If project includes an Indian Tribal Community, please provide):

Population: Size (acres): # of structures:

Distance to nearest fire station (miles):

CAL FIRE USE ONLY (Formula-driven)

Total Application Request (up to 50%; \$500 minimum, \$20,000 maximum)

Project Total Cost:

Amount Funded for this Agreement:

E. Proposed Project (List individual items for funding. Include tax and shipping in unit cost):

	Type	Item	Quantity	Unit Cost	Item Total
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					
21.					
22.					

F. CAL FIRE USE ONLY (Formula-Driven)

Project Total Cost:

G. Additional Information. 1. Briefly describe the area to be served: fire protection system, water system, equipment, facilities, staffing, hazards, etc. and purpose of proposed project. 2. How will the request(s) maintain or bring your organization into compliance with NFPA 1977? (Limited to space below)

In addition to the original request(s), Applicants may list alternative projects for excess or unused funds, which the State will review during the initial application process. The State will determine which of the Applicant's projects are eligible for funding if excess or unused funds become available. Upon advance written approval by the State, the applicant may use additional/excess funding up to the contract maximum amount to purchase State approved items in listed order of priority on their application.

Deviations from the original application are considered an amendment and require prior approval before the amended expenditures can be made.

The funds will be only for those projects accomplished and/or items purchased between Agreement Approval Date and June 30, 2021. The Recipient agrees to provide CAL FIRE with itemized documentation of the Agreement project expenditures and bill CAL FIRE as soon as the project is complete, but no later than September 1, 2021.

The Recipient gives CAL FIRE or any authorized representative access to examine all records, books, papers, or documents relating to the Agreement. The Recipient shall hold harmless CAL FIRE and its employees for any liability or injury suffered through the use of property or equipment acquired under this Agreement. The applicant certifies that to the best of the applicant's knowledge and belief, the data in this application is true.

I certify that the above and attached information is true and correct:

Original Signature Required: Grantee's Authorized Representative

Date Signed

Printed Name:

Title:

Executed on:

at

Date

City

Organization Name:

Grant Assurances for Cooperative Forestry Assistance Act of 1978
Volunteer Fire Assistance (VFA)

Organization Name:

Contact's First Name:

Contact's Last Name:

Street Address:

Mailing Address:

City:

County:

Zip Code:

State:

CAL FIRE Unit:

Phone Number:

Email Address:

DUNS Number:

As the duly authorized representative of the applicant, I certify that the applicant named above:

1. Has the legal authority to apply for the Volunteer Fires Assistance grant, of the Cooperative Forestry Assistance Act of 1978 and has the institutional, managerial and financial capability to ensure proper planning management, and completion of the grant.
2. Will assure that grant funds are used only for items requested and approved in the application.
3. Assures that all wildland fire response employees (full-time, part-time, or volunteer) are fully equipped with appropriated wildland fire response personal protective equipment that meets NFPA 1977, *Standard on Protective Clothing and Equipment for Wildland Fire Fighting*, and are trained to a proficient level in the use of the personal protective equipment. Wildland fire suppression safety clothing, and equipment includes:
 - Safety helmet
 - Goggles
 - Ear Protection
 - Fire-resistant (i.e. Nomex) hood, shroud, or equivalent face and neck protection
 - Fire-resistant (i.e. Nomex) shirt and pants
 - Gloves
 - Safety work boots
 - Wildland fire shelter
 - Communications Equipment
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.

Organization Name:

5. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain for themselves or others, particularly those with whom they have a family, business or other ties.
6. Will comply with all applicable requirements of all other Federal laws, Executive orders, regulations, Program and Administrative requirements, policies, and other requirements governing this program.
7. Will comply with USDA Forest Service Civil Rights requirements.

See the [Forest Service Civil Rights literature](#) on their web page.

8. Understands that failure to comply with any of the above assurances may result in suspension, termination, or reduction of grant funds.

In compliance with NFPA 1977 and trained in the use of Wildland PPE.

Not in compliance with NFPA 1977, but applying for grant funding to purchase Wildland PPE and/or provide required training.

The undersigned represents that he/she is authorized by the above named applicant to enter into this agreement for and on behalf of the said applicant.

Printed Name of Authorized Agent:

Signature of Authorized Agent: _____

Title of Authorized Agent:

Date:

Please submit the completed unsigned application electronically to:
CALFIRE.GRANTS@FIRE.CA.GOV.

In addition, please print the application, sign and date, then scan the signed version and send to the email address listed above.

Electronic copy must be submitted by May 21, 2020 at 11:59pm.

Organization Name:

AGENDA SUBMITTAL

TO: GCS D Board of Directors

FROM: Jennifer Flores, Administrative Services Manager

DATE: May 12, 2020

SUBJECT: **Item 6D. Adoption of Resolution 25-2020, Approving a Schedule A and Amador Contract with CAL FIRE for the Fiscal Years 2020/21 through 2022/23 for Fire Protection and Emergency Response Services**

RECOMMENDED ACTION

"I move to approve adopting Resolution 25-2020, Approving a Schedule A and Amador Contract with CAL FIRE for the Fiscal Years 2020/21 through 2022/23 for Fire Protection and Emergency Response Services.

SUMMARY

The District is in receipt of the proposed new CAL FIRE contract for continued Fire Protection and Emergency Response Services via a Schedule A contract and Amador Plan starting July 1, 2020 and ending June 30, 2023. The District contracts with CAL FIRE for these services through the agreement they have in place with the County.

The commitment for the District, if approved, is as follows and includes a 5% increase each year:

FY 20/21 Schedule A (PS & OE) - \$1,056,071
FY 20/21 Amador (PS & OE) - \$263,466
FY 20/21 TOTAL - \$1,319,537

FY 21/22 Schedule A (PS & OE) - \$1,108,875
FY 21/22 Amador (PS & OE) - \$276,640
FY 21/22 TOTAL - \$1,385,515

FY 22/23 Schedule A (PS & OE) - \$1,164,319
FY 22/23 Amador (PS & OE) - \$290,471
FY 22/23 TOTAL - \$1,454,790

TOTAL FOR GCS D 2020/21-2022/23 (PCA 48202) - \$ 4,159,842

There are no changes in number of assigned personnel or services rendered between the proposed agreement and the current agreement. The numbers above reflect a "not-to-exceed" amount and have historically come in under budget.

The upcoming fiscal year represents a 2% decrease in the Schedule A contract going from \$1,077,718 for FY 2019-20 to \$1,056,071 for FY 2020-21. The Amador Plan represents a 3% decrease going from \$272,512 for FY 2019-20 to \$263,466 for FY 2020-21.

It is staff's recommendation to continue its contractual relationship with CAL FIRE for providing Fire Protection and Emergency Response Services for the District via its Schedule A contract and Amador Plan agreement. The recently updated Fire Master Plan stated in one of their findings that the District, "...receives good value and benefit from its CAL FIRE Schedule A contract and Amador Plan Agreement."

Attachments:

1. Proposed three (3) year agreement with the Department of Forestry and Fire Protection (CAL FIRE) for Fire Protection and Emergency Response Services
2. Resolution 25-2020

Memorandum

To : Gabrielle Avina
Cooperative Fire Programs

Date: May 1, 2020

Website: www.fire.ca.gov

From : Department of Forestry and Fire Protection
Tuolumne-Calaveras Unit
785 Mountain Ranch Road
San Andreas, CA 95249

Subject : 2500 CONTRACTING PROCEDURES
2550 Contracts, Agreements and Leases
Review Certification for Local Government and Wildland Agreements

I have read and reviewed the attached agreement.

Contract Name: Tuolumne County
Contract Number: 2CA04844 FY: 2020

UNIT CHIEF

Signature

Nick Casci
Printed Name

05/01/2020
Date

DEPUTY CHIEF, Cooperative Fire Program

Signature

Printed Name

Date

STAFF CHIEF, Cooperative Fire Programs

Signature
Gabrielle Avina
Printed Name

Date

STATE OF CALIFORNIA
AGREEMENT SUMMARY

STD 215 (Rev. 05/2017)

AGREEMENT NUMBER 2CA04844	AMENDMENT NUMBER
--	-------------------------

OPTIONAL USE <i>I certify upon my own personal knowledge that the budgeted funds for the current budget year are available for the period and purpose of the expenditure stated above.</i>	AMOUNT ENCUMBERED BY THIS DOCUMENT
	PRIOR AMOUNT ENCUMBERED FOR THIS AGREEMENT
	TOTAL AMOUNT ENCUMBERED TO DATE

ACCOUNTING OFFICER'S SIGNATURE	ACCOUNTING OFFICER'S NAME (Print or Type)	DATE SIGNED
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12. AGREEMENT

AGREEMENT	TERM FROM	TERM THROUGH	TOTAL COST OF THIS TRANSACTION	BID, SOLE SOURCE, EXEMPT
Original	7/1/20	6/30/23	\$17,597,356.00	EXEMPT
Amendment 1				
Amendment 2				
TOTAL			\$17,597,356.00	

13. BIDDING METHOD USED

- Request for Proposal (RFP) (Attach justification if secondary method is used)
 Use of Master Service Agreement
 Invitation for Bid (IFB)
 Exempt from Bidding (Give authority for exempt status)
 Sole Source Contract (Attach STD. 821)
 Other (Explain) Reimbursement

Note: Proof of advertisement in the State Contracts Register or an approved form STD. 821, Contract Advertising Exemption Request, must be attached

14. SUMMARY OF BIDS (List of bidders, bid amount and small business status) (If an amendment, sole source, or exempt, leave blank)

15. IF AWARD OF AGREEMENT IS TO OTHER THAN THE LOWER BIDDER, EXPLAIN REASON(S) (If an amendment, sole source, or exempt, leave blank)

16. WHAT IS THE BASIS FOR DETERMINING THAT THE PRICE OR RATE IS REASONABLE?

Not Applicable. This is a reimbursement agreement with a local agency.

17a. JUSTIFICATION FOR CONTRACTING OUT (Check one)

- Contracting out is based on cost savings per Government Code 19130(a). The State Personnel Board has been so notified.
 Contracting out is justified based on Government Code 19130(b). When this box is checked, a completed JUSTIFICATION - CALIFORNIA CODE OF REGULATIONS, TITLE 2, SECTION 547.60 must be attached to this document.

17b. EMPLOYEE BARGAINING UNIT NOTIFICATION

- By checking this box, I hereby certify compliance with Government Code section 19132(b)(1).

AUTHORIZED SIGNATURE	SIGNER'S NAME (Print or Type)	DATE SIGNED
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18. FOR AGREEMENTS IN EXCESS OF \$5,000: Has the letting of the agreement been reported to the Department of Fair Employment and Housing? <input type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> N/A	22. REQUIRED RESOLUTIONS ARE ATTACHED <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A
19. HAVE CONFLICT OF INTEREST ISSUES BEEN IDENTIFIED AND RESOLVED AS REQUIRED BY THE STATE CONTRACT MANUAL SECTION 7.10? <input type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> N/A	
20. FOR CONSULTING AGREEMENTS: Did you review any contractor evaluations on file with the DGS Legal Office? <input type="checkbox"/> None on file <input type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> N/A	
21. IS A SIGNED COPY OF THE FOLLOWING ON FILE AT YOUR AGENCY FOR THIS CONTRACTOR? A. Contractor Certification Clauses <input type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> N/A B. STD 204 Vendor Data Record <input type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> N/A	
23. IS THIS A SMALL BUSINESS AND/OR A DISABLED VETERAN BUSINESS CERTIFIED BY DGS? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes SB/DVBE Certification Number: _____	

24. ARE DISABLED VETERANS BUSINESS ENTERPRISE GOALS REQUIRED? (If an amendment, explain changes if any) No (Explain below) Yes _____ % of Agreement
 Local government agreements are exempt from DVBE requirements per SCM Section 8.12 D.

AGREEMENT SUMMARY

STD 215 (Rev. 05/2017)

AGREEMENT NUMBER 2CA04844	AMENDMENT NUMBER
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25. IS THIS AGREEMENT (WITH AMENDMENTS) FOR A PERIOD OF TIME LONGER THAN THREE YEARS? No Yes (If Yes, provide justification below)

This is an ongoing fire protection agreement in which CAL FIRE provides services to and is reimbursed by a local agency. Local agency has control over the approval based on fiscal and board restraints; this includes and extension clause to enable CAL FIRE to provide continuous, uninterrupted protection to local agency.

I certify that all copies of the referenced Agreement will conform to the original agreement sent to the Department of General Services.

SIGNATURE	NAME/TITLE (Print or Type)	DATE SIGNED

AGREEMENT SUMMARY

STD 215 (Rev. 05/2017)

AGREEMENT NUMBER

2CA04844

AMENDMENT NUMBER

JUSTIFICATION - CALIFORNIA CODE OF REGULATIONS, TITLE 2, SECTION 547.60

In the space provided below, the undersigned authorized state representative documents, with specificity and detailed factual information, the reasons why the contract satisfies one or more of the conditions set forth in Government Code section 19130(b). Please specify the applicable subsection. Attach extra pages if necessary.

The undersigned represents that, based upon his or her personal knowledge, information or belief the above justification correctly reflects the reasons why the contract satisfies Government Code section 19130(b).

SIGNATURE	NAME/TITLE(Print or Type)	DATE SIGNED	
PHONE NUMBER	STREET ADDRESS		
EMAIL	CITY 168	STATE	ZIP

**COOPERATIVE FIRE PROGRAMS
FIRE PROTECTION REIMBURSEMENT AGREEMENT
LG-1 REV. 01/2017**

AGREEMENT NUMBER	2CA04844
REGISTRATION NUMBER:	

1. This Agreement is entered into between the State Agency and the Local Agency named below:

STATE AGENCY'S NAME

California Department of Forestry and Fire Protection – (CAL FIRE)

LOCAL AGENCY'S NAME

Tuolumne County



2. The term of this Agreement is: July 1, 2020 through June 30, 2023

3. The maximum amount of this Agreement is: \$ 17,597,356.00
Seventeen million, five hundred ninety seven thousand, three hundred fifty six dollars and zero cents

4. The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of the Agreement.

Exhibit A – Scope of Work – Includes page 2 (contact page) in count for Exhibit A	4	pages
Exhibit B – Budget Detail and Payment Provisions	2	pages
Exhibit C – General Terms and Conditions	7	pages
Exhibit D – Additional Provisions	17	pages
Exhibit E – Description of Other Services	0	pages

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

LOCAL AGENCY		<i>California Department of General Services Use Only</i>
LOCAL AGENCY'S NAME Tuolumne County		
BY (Authorized Signature) 	DATE SIGNED(Do not type)	
PRINTED NAME AND TITLE OF PERSON SIGNING Sherri Brennan, Madam Chair of the Board		
ADDRESS 2 South Green Street, Sonora, CA 95370		
STATE OF CALIFORNIA		
AGENCY NAME California Department of Forestry and Fire Protection		
BY (Authorized Signature) 	DATE SIGNED(Do not type)	
PRINTED NAME AND TITLE OF PERSON SIGNING Don Gordon, Assistant Deputy Director, Cooperative Fire Protection, Training & Safety		
ADDRESS P.O. Box 944246, Sacramento, CA 94244-2460		

**EXHIBIT A
COOPERATIVE FIRE PROGRAMS
FIRE PROTECTION REIMBURSEMENT AGREEMENT**

The project representatives during the term of this agreement will be:

CAL FIRE Unit Chief:	Tuolumne-Calaveras	Local Agency:	Tuolumne County
Name:	Nick Casci	Name:	Tracie Riggs
Phone:	209-754-3831	Phone:	209-533-5511
Fax:	209-754-1959	Fax:	209-533-5510

All required correspondence shall be sent through U.S. Postal Service by certified mail and directed to:

CAL FIRE Unit Chief:	Nick Casci	Local Agency:	Tuolumne County
Section/Unit:	Tuolumne-Calaveras	Section/Unit:	County Administrator
Attention:	Nick Casci	Attention:	Tracie Riggs
Address:	785 Mountain Ranch Rd., San Andreas, CA 95249	Address:	2 South Green Street, Sonora, CA 95370
Phone:	209-754-3831	Phone:	209-533-5511
Fax:	209-754-1959	Fax:	209-533-5510

Send an additional copy of all correspondence to:

**CAL FIRE
Cooperative Fire Services
P.O. Box 944246
Sacramento, CA 94244-2460**

AUTHORIZATION

As used herein, Director shall mean Director of CAL FIRE. This agreement, its terms and conditions are authorized under the Public Resources Code Sections 4141, 4142, 4143 and 4144, as applicable.

EXHIBIT A
SCOPE OF WORK

Under Public Resources Code Section 4114 and other provisions of law, STATE maintains fire prevention and fire suppression forces including the necessary equipment, personnel, and facilities required to prevent and extinguish forest fires.

The purpose of this agreement is to provide mutually advantageous fire and emergency services through an effective consolidated organization, wherein the STATE is primarily financially responsible for protecting natural resources from vegetation fires and the LOCAL AGENCY is primarily financially responsible for protecting life and property from fires and other emergencies. The LOCAL AGENCY shall have sole authority to establish the fire protection organization and structure needed to meet the determined level of service. This level of service may be based on the LOCAL AGENCY governing board's established fiscal parameters and assessment of risks and hazards. LOCAL AGENCY personnel providing services under this agreement may include any one or a combination of the following: regular employees, persons temporarily employed and commonly known as volunteers, paid-call firefighters, or others temporarily employed to perform any emergency work or emergency service including, but not limited to fire prevention, fire suppression and emergency medical response.

To comply with the STATE's mandate for full cost recovery of goods and services provided for others, the LOCAL AGENCY shall be responsible for all STATE costs, both direct and indirect, required to execute the terms of this agreement. These costs shall include, but not be limited to: required training and associated post coverage, employee uniform and Personal Protective Equipment (PPE) costs.

1. FIRE PROTECTION SERVICES TO BE PROVIDED BY THE STATE

STATE provides a modern, full service fire protection and emergency incident management agency that provides comprehensive fire protection and other emergency incident response. STATE designs regional fire protection solutions for urban and rural communities by efficiently utilizing all emergency protection resources. Regional solutions provide the most effective method of protecting the citizens of California at local, county and state levels.

Fire protection services to be provided by STATE under this agreement shall include the following: (check boxes below that apply)

1) Emergency Fire Protection, Medical and Rescue Response: services include commercial, residential, and wildland fire protection, prevention and investigation; hazardous materials incident response; emergency vehicle extrication; hazardous conditions response (flooding, downed power lines, earthquake, terrorist incident, etc.); emergency medical and rescue response; and public service assistance. Also included are management support services that include fire department administration, training and safety, personnel, finance and logistical support.

2) Basic Life Support Services: emergency medical technician (EMT) level emergency medical response providing first aid, basic life support (BLS), airway management, administration of oxygen, bleeding control, and life support system stabilization until patients are transported to the nearest emergency care facility.

3) Advanced Life Support Services: paramedic level emergency medical response providing early advanced airway management, intravenous drug therapy, and life support system stabilization until patients are transported to the nearest emergency care facility.

4) Dispatch Services: provide fire department 9-1-1 emergency dispatch by CAL FIRE Fire/Emergency Command Center (ECC). CAL FIRE will be responsible for fire/emergency

dispatching emergency resource units covered under this agreement. The CAL FIRE ECC is staffed with a Battalion Chief, three or more Fire Captains and Communications Operators to provide 24/7 year-round coverage. There is always an officer of Captain rank or higher to serve as the shift supervisor and command officer. CAL FIRE uses an integrated Computer Aided Dispatch (CAD) system using the latest technology, to direct the closest available resources to all emergency incidents.

5) Fire Code Inspection, Prevention and Enforcement Services: CAL FIRE has staff Fire Inspectors serving under the direction of the LOCAL AGENCY Fire Marshal to provide services to the area covered by this agreement. Fire Code Enforcement will normally be available five days per week, with emergency or scheduled enforcement inspections available seven days per week. Fire Prevention and Investigation services will be provided by CAL FIRE Prevention Officers trained in arson, commercial, and wildland fire investigation. Officers are available by appointment for site visits and consultations. Officers are trained at CAL FIRE's Peace Officer Standard Training (POST) certified law enforcement training academy and they cooperate effectively with all local, state and federal law enforcement agencies.

6) Land Use/ Pre-Fire Planning Services – CAL FIRE staff will provide community land use planning, administration of Pre-Fire project work, including community outreach, development of community education programs, project quality control, maintenance of project records and submittal of progress reports, completion of required environmental documentation, acquisition of required permits and completion of other associated administrative duties.

7) Disaster planning services (listed in Exhibit E, Description of Other Services, attached hereto and made a part of this agreement)

8) Specific service descriptions and staffing coverage, by station (listed in Exhibit E, Description of Other Services, attached hereto and made a part of this agreement)

9) Extended Fire Protection Service Availability (Amador)

2. ADMINISTRATION

Under the requirements of California Public Resources Code Section 4114 and other provisions of law, STATE maintains fire prevention and firefighting services as outlined in Exhibit D, Schedule B of this agreement.

- A. Director shall select and employ a Region Chief who shall, under the direction of the Director/Chief Deputy Director, manage all aspects of fire prevention and fire protection services and forestry-related programs.
- B. Director will select and employ a Unit Chief who shall, under the supervision and direction of Director/Region Chief or a lawful representative, have charge of the organization described in Exhibit D, Schedules A, B and C included hereto and made a part of this agreement.
- C. LOCAL AGENCY shall appoint the Unit Chief as the LOCAL AGENCY Fire Chief for all Emergency Fire Protection, Medical and Rescue Response Agreements, pursuant to applicable statutory authority. The Unit Chief may delegate this responsibility to qualified staff.
- D. The Unit Chief may dispatch personnel and equipment listed in Exhibit D, Schedules A, B and C from the assigned station or location under guidelines established by LOCAL AGENCY and approved by STATE. Personnel and/or equipment listed in Exhibit D, Schedule B may be dispatched at the sole discretion of STATE.

- E. The Unit Chief shall exercise professional judgment consistent with STATE policy and his or her employment by STATE in authorizing or making any assignments to emergencies and other responses, including assignments made in response to requests for mutual aid.
- F. Except as may be otherwise provided for in this agreement, STATE shall not incur any obligation on the part of LOCAL AGENCY to pay for any labor, materials, supplies or services beyond the total set forth in the respective Exhibit D, Schedules A and C, as to the services to be rendered pursuant to each Schedule.
- G. Nothing herein shall alter or amend or be construed to alter or amend any Collective Bargaining Agreement or Memorandum of Understanding between the State of California and its employees under the State Employer-Employee Relations Act.

3. SUPPRESSION COST RECOVERY

As provided in Health and Safety Code (H&SC) Section 13009, STATE may bring an action for collection of suppression costs of any fire caused by negligence, violation of law, or failure to correct noticed fire safety violations. When using LOCAL AGENCY equipment and personnel under the terms of this agreement, STATE may, at the request of LOCAL AGENCY, bring such an action for collection of costs incurred by LOCAL AGENCY. In such a case LOCAL AGENCY appoints and designates STATE as its agent in said collection proceedings. In the event of recovery, STATE shall deduct fees and litigation costs in a proportional percentage amount based on verifiable and justifiable suppression costs for the fire at issue. These recovery costs are for services provided which are beyond the scope of those covered by the local government administrative fee.

In all such instances, STATE shall give timely notice of the possible application of H&SC Section 13009 to the representative designated by LOCAL AGENCY.

4. MUTUAL AID

When rendering mutual aid or assistance as authorized in H&SC Sections 13050 and 13054, STATE may, at the request of LOCAL AGENCY, demand payment of charges and seek reimbursement of LOCAL AGENCY costs for personnel, equipment and operating expenses as funded herein, under authority given by H&SC Sections 13051 and 13054. STATE, in seeking said reimbursement pursuant to such request of LOCAL AGENCY, shall represent LOCAL AGENCY by following the procedures set forth in H&SC Section 13052. Any recovery of LOCAL AGENCY costs, less expenses, shall be paid or credited to LOCAL AGENCY, as directed by LOCAL AGENCY.

In all such instances, STATE shall give timely notice of the possible application of H&SC Sections 13051 and 13054 to the officer designated by LOCAL AGENCY.

5. PROPERTY PURCHASE AND ACCOUNTING

LOCAL AGENCY shall be responsible for all costs associated with property required by personnel to carry out this agreement. Employee uniform costs will be assessed to the LOCAL AGENCY through the agreement billing process. Personal Protective Equipment (PPE) costs shall be the responsibility of the LOCAL AGENCY. By mutual agreement, PPE meeting the minimum specifications established by the STATE may be purchased directly by the LOCAL AGENCY. Alternately, the STATE will supply all PPE and the LOCAL AGENCY will be billed for costs incurred.

All property provided by LOCAL AGENCY and by STATE for the purpose of providing fire protection services shall be marked and accounted for by the Unit Chief in such a manner as to conform to the regulations, if any, established by the parties for the segregation, care, and use of the respective properties.

EXHIBIT B
BUDGET DETAIL AND PAYMENT PROVISIONS

1. PAYMENT FOR SERVICES

- A. LOCAL AGENCY shall pay STATE actual cost for fire protection services pursuant to this agreement an amount not to exceed that set forth in Exhibit D, Schedule A for each fiscal year. STATE shall prepare an Exhibit D, Schedule A each year, which shall be the basis for payment for the entire fiscal year for which services are provided.
- B. Any other funds designated by LOCAL AGENCY to be expended under the supervision of or for use by a Unit Chief for fire protection services shall be set forth in Exhibit D, Schedule C. This clause shall not limit the right of LOCAL AGENCY to make additional expenditures, whether under Exhibit D, Schedule C or otherwise.
- C. STATE shall invoice LOCAL AGENCY for the cost of fire protection services on a quarterly basis as follows:
 - 1) For actual services rendered by STATE during the period of July 1 through September 30, by an invoice filed with LOCAL AGENCY on or after December 10.
 - 2) For actual services rendered by STATE during the period October 1 through December 31, by an invoice filed with LOCAL AGENCY on or after December 31.
 - 3) For actual services rendered by STATE during the period January 1 through March 31, by an invoice filed with LOCAL AGENCY on or after March 31.
 - 4) For the estimated cost of services during the period April 1 through June 30, by an invoice filed in advance with LOCAL AGENCY on or after March 1.
 - 5) A final statement shall be filed with LOCAL AGENCY by October 1 following the close of the fiscal year, reconciling the payments made by LOCAL AGENCY with the cost of the actual services rendered by STATE and including any other costs as provided herein, giving credit for all payments made by LOCAL AGENCY and claiming the balance due to STATE, if any, or refunding to LOCAL AGENCY the amount of any overpayment.
 - 6) All payments by LOCAL AGENCY shall be made within thirty (30) days of receipt of invoice from STATE, or within thirty (30) days after the filing dates specified above, whichever is later.
 - 7) The STATE reserves the right to adjust the frequency of billing and payment to a monthly cycle with a thirty (30) day written notice to the LOCAL AGENCY when:
 - a. The Director predicts a cash flow shortage, or
 - b. When determined by the Region Chief, after consulting with the Unit Chief and the LOCAL AGENCY Contract Administrator, that the LOCAL AGENCY may not have the financial ability to support the contract at the contract level.
- D. Invoices shall include actual or estimated costs as provided herein of salaries and employee benefits for those personnel employed, charges for operating expenses and equipment and the administrative charge in accordance with Exhibit D, Schedule A. When "contractual rates" are indicated, the rate shall be based on an average salary plus all benefits. "Contractual rates" means an all-inclusive rate established in Exhibit D, Schedule A for total costs to STATE, per specified position, for 24-hour fire protection services during the period covered.

- E. STATE shall credit the LOCAL AGENCY, or cover behind at no cost, for the costs of Non-post (e.g. Fire Marshal, Training Officer, etc.) positions and equipment assigned to STATE responsibility fires or other STATE funded emergency incidents. The STATE shall notify the LOCAL AGENCY when this occurs.

2. COST OF OPERATING AND MAINTAINING EQUIPMENT AND PROPERTY

The cost of maintaining, operating, and replacing any and all property and equipment, real or personal, furnished by the parties hereto for fire protection purposes, shall be borne by the party owning or furnishing such property or equipment unless otherwise provided for herein or by separate written agreement.

3. BUDGET CONTINGENCY CLAUSE

- A. If the LOCAL AGENCY's governing authority does not appropriate sufficient funds for the current year or any subsequent years covered under this Agreement, which results in an inability to pay the STATE for the services specified in this Agreement, the LOCAL AGENCY shall promptly notify the STATE and this Agreement will terminate pursuant to the notice periods required herein.
- B. If funding for any fiscal year is reduced or deleted by the LOCAL AGENCY for purposes of this program, the LOCAL AGENCY shall promptly notify the STATE, and the STATE shall have the option to either cancel this Agreement with no liability occurring to the STATE, or offer an agreement amendment to LOCAL AGENCY to reflect the reduced amount, pursuant to the notice terms herein.
- C. If the STATE Budget Act does not appropriate sufficient funds to provide the services for the current year or any subsequent years covered under this Agreement, which results in an inability to provide the services specified in this Agreement to the LOCAL AGENCY, the STATE shall promptly notify the LOCAL AGENCY, and this Agreement will terminate pursuant to the notice periods required herein.
- D. If funding for any fiscal year is reduced or deleted by the STATE Budget Act for purposes of this program, the STATE shall promptly notify the LOCAL AGENCY, and the LOCAL AGENCY shall have the option to either cancel this Agreement with no liability occurring to the LOCAL AGENCY, or offer an agreement amendment to LOCAL AGENCY to reflect the reduced services, pursuant to the notice terms herein.
- E. Notwithstanding the foregoing provisions in paragraphs A and B above, the LOCAL AGENCY shall remain responsible for payment for all services actually rendered by the STATE under this Agreement regardless of LOCAL AGENCY funding being reduced, deleted or not otherwise appropriated for this program. The LOCAL AGENCY shall promptly notify the STATE in writing of any budgetary changes that would impact this Agreement.
- F. LOCAL AGENCY and STATE agree that this Budget Contingency Clause shall not relieve or excuse either party from its obligation(s) to provide timely notice as may be required elsewhere in this Agreement.

EXHIBIT C
GENERAL TERMS AND CONDITIONS

1. **APPROVAL**: This Agreement is of no force or effect until signed by both parties and approved by the Department of General Services, if required. STATE will not commence performance until such approval has been obtained.
2. **AMENDMENT**: This agreement may be amended by mutual consent of LOCAL AGENCY and STATE. No amendment or variation of the terms of this Agreement shall be valid unless made in writing, signed by the parties and approved as required. No oral understanding or Agreement not incorporated in the Agreement is binding on any of the parties.

If during the term of this agreement LOCAL AGENCY shall desire a reduction in STATE civil service employees assigned to the organization provided for in Exhibit D, Schedule A, LOCAL AGENCY shall provide 120 days written notice of the requested reduction. Notification shall include the following: (1) The total amount of reduction; (2) The firm effective date of the reduction; and (3) The number of employees, by classification, affected by a reduction. If such notice is not provided, LOCAL AGENCY shall reimburse STATE for relocation costs incurred by STATE as a result of the reduction. Personnel reductions resulting solely from an increase in STATE employee salaries or STATE expenses occurring after signing this agreement and set forth in Exhibit D, Schedule A to this agreement shall not be subject to relocation expense reimbursement by LOCAL AGENCY.

If during the term of this agreement costs to LOCAL AGENCY set forth in any Exhibit D, Schedule A to this agreement increase and LOCAL AGENCY, in its sole discretion, determines it cannot meet such increase without reducing services provided by STATE, LOCAL AGENCY shall within one hundred twenty (120) days of receipt of such Schedule notify STATE and designate which adjustments shall be made to bring costs to the necessary level. If such designation is not received by STATE within the period specified, STATE shall reduce services in its sole discretion to permit continued operation within available funds.

3. **ASSIGNMENT**: This Agreement is not assignable by the LOCAL AGENCY either in whole or in part, without the consent of the STATE in the form of a formal written amendment.
4. **EXTENSION OF AGREEMENT**:
 - A. One year prior to the date of expiration of this agreement, LOCAL AGENCY shall give STATE written notice of whether LOCAL AGENCY will extend or enter into a new agreement with STATE for fire protection services and, if so, whether LOCAL AGENCY intends to change the level of fire protection services from that provided by this agreement. If this agreement is executed with less than one year remaining on the term of the agreement, LOCAL AGENCY shall provide this written notice at the time it signs the agreement and the one year notice requirement shall not apply.
 - B. If LOCAL AGENCY fails to provide the notice, as defined above in (A), STATE shall have the option to extend this agreement for a period of up to one year from the original termination date and to continue providing services at the same or reduced level as STATE determines would be appropriate during the extended period of this agreement. Six months prior to the date of expiration of this agreement, or any extension hereof, STATE shall give written notice to LOCAL AGENCY of any extension of this agreement and any change in the level of fire protection services STATE will provide during the extended period of this agreement. Services provided and obligations incurred by STATE during an extended period shall be accepted by LOCAL AGENCY as services and obligations under the terms of this agreement.

- C. The cost of services provided by STATE during the extended period shall be based upon the amounts that would have been charged LOCAL AGENCY during the fiscal year in which the extended period falls had the agreement been extended pursuant hereto. Payment by LOCAL AGENCY for services rendered by STATE during the extended period shall be as provided in Exhibit B, Section 1, B of this agreement.
5. **AUDIT:** STATE, including the Department of General Services and the Bureau of State Audits, and LOCAL AGENCY agree that their designated representative shall have the right to review and to copy any records and supporting documentation of the other party hereto, pertaining to the performance of this agreement. STATE and LOCAL AGENCY agree to maintain such records for possible audit for a minimum of three (3) years after final payment, unless a longer period of records retention is stipulated, and to allow the auditor(s) of the other party access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. STATE and LOCAL AGENCY agree to a similar right to audit records and interview staff in any subcontract related to performance of this Agreement. (Gov. Code §8546.7, Pub. Contract Code §10115 et seq., CCR Title 2, Section 1896).
6. **INDEMNIFICATION:** Each party, to the extent permitted by law, agrees to indemnify, defend and save harmless the other party, its officers, agents and employees from (1) any and all claims for economic losses accruing or resulting to any and all contractors, subcontractors, suppliers, laborers and any other person, firm, or corporation furnishing or supplying work services, materials or supplies to that party and (2) from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by that party, in the performance of any activities of that party under this agreement, except where such injury or damage arose from the sole negligence or willful misconduct attributable to the other party or from acts not within the scope of duties to be performed pursuant to this agreement; and (3) each party shall be responsible for any and all claims that may arise from the behavior and/or performance of its respective employees during and in the course of their employment to this cooperative agreement.
7. **DISPUTES:** LOCAL AGENCY shall select and appoint a "Contract Administrator" who shall, under the supervision and direction of LOCAL AGENCY, be available for contract resolution or policy intervention with the STATE's Region Chief when, upon determination by the designated STATE representative, the Unit Chief acting as LOCAL AGENCY's Fire Chief under this agreement faces a situation in which a decision to serve the interest of LOCAL AGENCY has the potential to conflict with STATE interest or policy. Any dispute concerning a question of fact arising under the terms of this agreement which is not disposed of within a reasonable period of time by the LOCAL AGENCY and STATE employees normally responsible for the administration of this agreement shall be brought to the attention of the CAL FIRE Director or designee and the Chief Executive Officer (or designated representative) of the LOCAL AGENCY for joint resolution. For purposes of this provision, a "reasonable period of time" shall be ten (10) calendar days or less. STATE and LOCAL AGENCY agree to continue with the responsibilities under this Agreement during any dispute.
8. **TERMINATION FOR CAUSE/CANCELLATION:**
- A. If LOCAL AGENCY fails to remit payments in accordance with any part of this agreement, STATE may terminate this agreement and all related services upon 60 days written notice to LOCAL AGENCY. Termination of this agreement does not relieve LOCAL AGENCY from providing STATE full compensation in accordance with terms of this agreement for services actually rendered by STATE pursuant to this agreement.

B. This agreement may be cancelled at the option of either STATE or LOCAL AGENCY at any time during its term, with or without cause, on giving one year's written notice to the other party. Either LOCAL AGENCY or STATE electing to cancel this agreement shall give one year's written notice to the other party prior to cancellation.

9. **INDEPENDENT CONTRACTOR**: Unless otherwise provided in this agreement LOCAL AGENCY and the agents and employees of LOCAL AGENCY, in the performance of this Agreement, shall act in an independent capacity and not as officers or employees or agents of the STATE.
10. **NON-DISCRIMINATION CLAUSE**: During the performance of this agreement, LOCAL AGENCY shall be an equal opportunity employer and shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS) mental disability, medical condition (e.g.cancer), age (over 40), marital status, denial of family care leave, veteran status, sexual orientation, and sexual identity. LOCAL AGENCY shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. LOCAL AGENCY shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code §12990 (a-f) et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Section 7285 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code Section 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, are incorporated into this Agreement by reference and made a part hereof as if set forth in full. LOCAL AGENCY shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other Agreement.

In addition, LOCAL AGENCY acknowledges that it has obligations relating to ethics, Equal Employment Opportunity (EEO), the Fire Fighter's Bill of Rights Act (FFBOR), and the Peace Officer's Bill of Rights Act (POBOR). LOCAL AGENCY shall ensure that its employees comply with all the legal obligations relating to these areas. LOCAL AGENCY shall ensure that its employees are provided appropriate training.

11. **TIMELINESS**: Time is of the essence in the performance of this agreement.
12. **COMPENSATION**: The consideration to be paid STATE, as provided herein, shall be in compensation for all of STATE's expenses incurred in the performance hereof, including travel, per Diem, and taxes, unless otherwise expressly so provided.
13. **GOVERNING LAW**: This agreement is governed by and shall be interpreted in accordance with the laws of the State of California.
14. **CHILD SUPPORT COMPLIANCE ACT**: "For any Agreement in excess of \$100,000, the LOCAL AGENCY acknowledges in accordance with Public Contract Code 7110, that:
- A. The LOCAL AGENCY recognizes the importance of child and family support obligations and shall fully comply with all applicable state and federal laws relating to child and family support enforcement, including, but not limited to, disclosure of information and compliance with earnings assignment orders, as provided in Chapter 8 (commencing with section 5200) of Part 5 of Division 9 of the Family Code; and
 - B. The LOCAL AGENCY, to the best of its knowledge is fully complying with the earnings assignment orders of all employees and is providing the names of all new employees to the New Hire Registry maintained by the California Employment Development Department."

15. **UNENFORCEABLE PROVISION:** In the event that any provision of this Agreement is unenforceable or held to be unenforceable, then the parties agree that all other provisions of this Agreement have force and effect and shall not be affected thereby.

16. **COMPLIANCE WITH THE HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)**

The STATE and LOCAL AGENCY have a responsibility to comply with the provisions of the 1996 Federal Health Insurance Portability and Accountability Act (HIPAA) and the 2001 State Health Insurance Portability and Accountability Implementation Act. HIPAA provisions become applicable once the association and relationships of the health care providers are determined by the LOCAL AGENCY. It is the LOCAL AGENCY'S responsibility to determine their status as a "covered entity" and the relationships of personnel as "health care providers", "health care clearinghouse", "hybrid entities", business associates", or "trading partners". STATE personnel assigned to fill the LOCAL AGENCY'S positions within this Agreement, and their supervisors, may fall under the requirements of HIPAA based on the LOCAL AGENCY'S status. It is the LOCAL AGENCY'S responsibility to identify, notify, train, and provide all necessary policy and procedures to the STATE personnel that fall under HIPAA requirements so that they can comply with the required security and privacy standards of the act.

17. **LIABILITY INSURANCE**

The STATE and LOCAL AGENCY shall each provide proof of insurance in a form acceptable to the other party at no cost one to the other, to cover all services provided and use of local government facilities covered by this agreement. If LOCAL AGENCY is insured and/or self-insured in whole or in part for any losses, LOCAL AGENCY shall provide a completed Certification of Self Insurance (Exhibit D, Schedule E) or certificate of insurance, executed by a duly authorized officer of LOCAL AGENCY. Upon request of LOCAL AGENCY the STATE shall provide a letter from DGS, Office Risk and Insurance Management executed by a duly authorized officer of STATE. If commercially insured in whole or in part, a certificate of such coverage executed by the insurer or its authorized representative shall be provided.

Said commercial insurance or self-insurance coverage of the LOCAL AGENCY shall include the following:

- A. Fire protection and emergency services - Any commercial insurance shall provide at least general liability for \$5,000,000 combined single limit per occurrence.
- B. Dispatch services – Any commercial insurance shall provide at least general liability for \$1,000,000 combined single limit per occurrence.
- C. The CAL FIRE, State of California, its officers, agents, employees, and servants are included as additional insured's for purposes of this contract.
- D. The STATE shall receive thirty (30) days prior written notice of any cancellation or change to the policy at the addresses listed on page 2 of this agreement.

18. **WORKERS COMPENSATION:** (only applies where local government employees/volunteers are supervised by CAL FIRE, as listed in Exhibit D Schedule C. STATE contract employees' workers compensation is included as part of the contract personnel benefit rate).

- A. Workers' Compensation and related benefits for those persons, whose use or employment is contemplated herein, shall be provided in the manner prescribed by California Labor Codes, State Interagency Agreements and other related laws, rules, insurance policies, collective bargaining agreements, and memorandums of understanding.

- B. The STATE Unit Chief administering the organization provided for in this agreement shall not use, dispatch or direct any non STATE employees, on any work which is deemed to be the responsibility of LOCAL AGENCY, unless and until LOCAL AGENCY provides for Workers' Compensation benefits at no cost to STATE. In the event STATE is held liable, in whole or in part, for the payment of any Worker's Compensation claim or award arising from the injury or death of any such worker, LOCAL AGENCY agrees to compensate STATE for the full amount of such liability.
- C. The STATE /LOCAL AGENCY shall receive proof of Worker's Compensation coverage and shall be notified of any cancellation and change of coverage at the addresses listed in Section 1.

19. **CONFLICT OF INTEREST:** LOCAL AGENCY needs to be aware of the following provisions regarding current or former state employees. If LOCAL AGENCY has any questions on the status of any person rendering services or involved with the Agreement, the STATE must be contacted immediately for clarification.

Current State Employees (Public Contract Code §10410):

- 1) No officer or employee shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest and which is sponsored or funded by any state agency, unless the employment, activity or enterprise is required as a condition of regular state employment.
- 2) No officer or employee shall contract on his or her own behalf as an independent contractor with any state agency to provide goods or services.

Former State Employees (Public Contract Code §10411):

- 1) For the two-year period from the date he or she left state employment, no former state officer or employee may enter into a contract in which he or she engaged in any of the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to the contract while employed in any capacity by any state agency.
- 2) For the twelve-month period from the date he or she left state employment, no former state officer or employee may enter into a contract with any state agency if he or she was employed by that state agency in a policy-making position in the same general subject area as the proposed contract within the 12-month period prior to his or her leaving state service.

If LOCAL AGENCY violates any provisions of above paragraphs, such action by LOCAL AGENCY shall render this Agreement void. (Public Contract Code §10420)

Members of boards and commissions are exempt from this section if they do not receive payment other than payment of each meeting of the board or commission, payment for preparatory time and payment for per diem. (Public Contract Code §10430 (e))

20. **LABOR CODE/WORKERS' COMPENSATION:** LOCAL AGENCY needs to be aware of the provisions which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions, and LOCAL AGENCY affirms to comply with such provisions before commencing the performance of the work of this Agreement. (Labor Code Section 3700)

21. **AMERICANS WITH DISABILITIES ACT:** LOCAL AGENCY assures the State that it complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis

of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C. 12101 et seq.)

22. **LOCAL AGENCY NAME CHANGE**: An amendment is required to change the LOCAL AGENCY'S name as listed on this Agreement. Upon receipt of legal documentation of the name change the STATE will process the amendment. Payment of invoices presented with a new name cannot be paid prior to approval of said amendment.
23. **RESOLUTION**: A county, city, district, or other local public body must provide the STATE with a copy of a resolution, order, motion, or ordinance of the local governing body which by law has authority to enter into an agreement, authorizing execution of the agreement.
24. **AIR OR WATER POLLUTION VIOLATION**: Under the State laws, the LOCAL AGENCY shall not be: (1) in violation of any order or resolution not subject to review promulgated by the State Air Resources Board or an air pollution control district; (2) subject to cease and desist order not subject to review issued pursuant to Section 13301 of the Water Code for violation of waste discharge requirements or discharge prohibitions; or (3) finally determined to be in violation of provisions of federal law relating to air or water pollution.
25. **AFFIRMATIVE ACTION**. STATE certifies its compliance with applicable federal and State hiring requirements for persons with disabilities, and is deemed by LOCAL AGENCY to be in compliance with the provisions of LOCAL AGENCY'S Affirmative Action Program for Vendors.
26. **DRUG AND ALCOHOL-FREE WORKPLACE**. As a material condition of this Agreement, STATE agrees that it and its employees, while performing service for LOCAL AGENCY, on LOCAL AGENCY property, or while using LOCAL AGENCY equipment, shall comply with STATE's Employee Rules of Conduct as they relate to the possession, use, or consumption of drugs and alcohol.
27. **ZERO TOLERANCE FOR FRAUDULENT CONDUCT IN LOCAL AGENCY SERVICES**. STATE shall comply with any applicable "Zero Tolerance for Fraudulent Conduct in LOCAL AGENCY Services." There shall be "Zero Tolerance" for fraud committed by contractors in the administration of LOCAL AGENCY programs and the provision of LOCAL AGENCY services. Upon proven instances of fraud committed by the STATE in connection with performance under the Agreement, the Agreement may be terminated consistent with the termination for cause/cancellation term, Exhibit C, section 8, subsection B, of Cooperative Fire Programs Fire Protection Reimbursement Agreement, LG-1, between the California Department of Forestry and Fire Protection (CAL FIRE) and the LOCAL AGENCY.
28. **CONFIDENTIAL INFORMATION**. "Confidential information" means information designated by CAL FIRE and/or the LOCAL AGENCY disclosure of which is restricted, prohibited or privileged by State and federal law. Confidential Information includes, but is not limited to, information exempt from disclosure under the California Public Records Act (Government Code Sections 6250 et seq.) Confidential Information includes but is not limited to all records as defined in Government Code section 6252 as well as verbal communication of Confidential Information. Any exchange of Confidential Information between parties shall not constitute a "waiver" of any exemption pursuant to Government Code section 6254.5

CAL FIRE and LOCAL AGENCY personnel allowed access to information designated as Confidential Information shall be limited to those persons with a demonstrable business need for such access. CAL FIRE and LOCAL AGENCY agree to provide a list of authorized personnel in writing as required by Government Code section 6254.5(e). CAL FIRE and the LOCAL

AGENCY agree to take all necessary measures to protect Confidential Information and shall impose all the requirements of this Agreement on all of their respective officers, employees and agents with regards to access to the Confidential Information. A Party to this Contract who experiences a security breach involving Confidential Information covered by this Contract, agrees to promptly notify the other Party of such breach

29. **ENTIRE AGREEMENT**: This agreement contains the whole agreement between the Parties. It cancels and supersedes any previous agreement for the same or similar services.

EXHIBIT D
ADDITIONAL PROVISIONS

EXCISE TAX: State of California is exempt from federal excise taxes, and no payment will be made for any taxes levied on employees' wages. STATE will pay any applicable State of California or local sales or use taxes on the services rendered or equipment or parts supplied pursuant to this agreement. The STATE may pay any applicable sales and use tax imposed by another state.

Schedules

The following Schedules are included as part of this agreement (check boxes if they apply):

- A. Fiscal Display, PRC 4142 AND/OR PRC 4144** - STATE provided LOCAL AGENCY funded fire protection services. STATE-owned vehicles shall be operated and maintained in accordance with policies of STATE at rates listed in Exhibit D, Schedule A.
- B. STATE Funded Resource** - A listing of personnel, crews and major facilities of the STATE overlapping or adjacent to the local agency area that may form a reciprocal part of this agreement.
- C. LOCAL AGENCY Provided Local Funded Resources** - A listing of services, personnel, equipment and expenses, which are paid directly by the local agency, but which are under the supervision of the Unit Chief.
- D. LOCAL AGENCY Owned STATE Maintained Vehicles** - Vehicle information pertaining to maintenance responsibilities and procedures for local agency-owned vehicles that may be a part of the agreement.

LOCAL AGENCY-owned firefighting vehicles shall meet and be maintained to meet minimum safety standards set forth in Title 49, Code of Federal Regulations; and Titles 8 and 13, California Code of Regulations.

LOCAL AGENCY-owned vehicles that are furnished to the STATE shall be maintained and operated in accordance to LOCAL AGENCY policies. In the event LOCAL AGENCY does not have such policies, LOCAL AGENCY-owned vehicles shall be maintained and operated in accordance with STATE policies. The cost of said vehicle maintenance and operation shall be at actual cost or at rates listed in Exhibit D, Schedule D.

Exhibit D, Schedule D is incorporated into this section if LOCAL AGENCY-owned vehicles listed in Exhibit D, Schedule D are to be operated, maintained, and repaired by STATE.

LOCAL AGENCY assumes full responsibility for all liabilities associated therewith in accordance with California Vehicle Code Sections 17000, 17001 et seq. STATE employees operating LOCAL AGENCY-owned vehicles shall be deemed employees of LOCAL AGENCY, as defined in Vehicle Code Section 17000. Except where LOCAL AGENCY would have no duty to indemnify STATE under Exhibit C, Section 6 for all LOCAL AGENCY-owned vehicles operated or used by employees of STATE under this agreement.

LOCAL AGENCY employees, who are under the supervision of the Unit Chief and operating STATE-owned motor vehicles, as a part of the duties and in connection with fire protection and other emergency services, shall be deemed employees of STATE, as defined in Vehicle Code Section 17000 for acts or omissions in the use of such vehicles. Except where STATE would have no duty to indemnify LOCAL AGENCY under Exhibit C, Section 6.

- E. Certification of Insurance** - Provider Insurance Certification and/or proof of self-insurance.

Contractor Name: Tuolumne County

Contract No: 2CA04844

Page No.: 17

EXHIBIT D, SCHEDULE A

LOCAL FUNDED – STATE RESOURCES

FISCAL DISPLAY

PRC 4142 and 4144

NAME OF LOCAL AGENCY: Tuolumne County

CONTRACT NUMBER: **2CA04844**

Index: 4400

PCA: 48200, 48201,
48202

Fiscal Year: 2020/21 to 2022/23

This is Schedule A of Cooperative Agreement originally dated July 1, 2020, by and between CAL FIRE of the State of California and LOCAL AGENCY.

(See Attached)

Unit: Tuolumne Calavaeras

Contract Name: Tuolumne County

Agreement Total	\$17,597,356
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Contract No.: 2CA04844

Page No.: 18

Fiscal Year 20/21	
48200 PS Total	\$3,697,537
48200 OE Total	\$38,028
48201 PS Total	\$487,189
48201 OE Total	\$39,742
48202 PS Total	\$1,043,976
48202 OE Total	\$12,095
48202 Amador PS Total	\$243,595
48202 Amador OE Total	\$19,871
TOTAL	\$5,582,032

Fiscal Year 21/22 (+5%)	
48200 PS Total	\$3,882,413
48200 OE Total	\$39,929
48201 PS Total	\$511,548
48201 OE Total	\$41,729
48202 PS Total	\$1,096,175
48202 OE Total	\$12,700
48202 Amador PS Total	\$255,775
48202 Amador OE Total	\$20,865
TOTAL	\$5,861,134

Fiscal Year 22/23 (+5%)	
48200 PS Total	\$4,076,534
48200 OE Total	\$41,925
48201 PS Total	\$537,126
48201 OE Total	\$43,816
48202 PS Total	\$1,150,984
48202 OE Total	\$13,335
48202 Amador PS Total	\$268,563
48202 Amador OE Total	\$21,908
TOTAL	\$6,154,190

Fiscal Year: 2020	Unit: TCU	Sub Total	\$3,310,535	Contract Name:	Tuolumne County
Index: 4400		Admin	\$387,002	Contract No.:	2CA04844
PCA 48200		Total	\$3,697,537	Page No.:	19
PRC: 4142		Overtime Total:	\$121,450		

This is a Schedule A - 4142 of the Cooperative Agreement, dated July 1, 2020 between the County of Tuolumne, and The California Department of Forestry and Fire Protection (CAL FIRE)

CAL FIRE Unit Chief	Nick Casci
CAL FIRE Region Chief	Dan Johnson

Number of Positions	Classification/ad-ons (Pick From List)	RET.	Period	Salary Months	Salary Rate	Total Salary	EDWC Rate	EDWC Periods	Total EDWC	Salary Benefits	FFI UI	EDWC Benefits	Total Salary & EDWC	Total Position Cost
1	Assistant Chief (Supervisory) - Division Chief	POF	7/01/2020-6/30/2021	12	\$9,747	\$116,964	\$0	12	\$0	\$109,127	\$0	\$0	\$226,091	\$312,713
1	Longevity Pay Differential - 5%	POF		12	\$0	\$5,848			\$0	\$5,456		\$0	\$11,305	
1	Extended Duty Pay Differential - Assistant Chief 15%	POF		12	\$1,396	\$16,752			\$0	\$15,630		\$0	\$32,382	
1	Assistant Chief (Supervisory) Recruitment and Retention Pay Differential	POF		12	\$1,851	\$22,212			\$0	\$20,724		\$0	\$42,936	
	Overtime				\$0	\$0			\$0	\$0		\$0	\$0	
4	Fire Captain, Range A	POF	7/01/2020-6/30/2021	12	\$5,720	\$274,560	\$3,155	12	\$151,440	\$256,164	\$0	\$83,353	\$765,517	\$777,793
4	Longevity Pay Differential - 1%	POF		12	\$0	\$2,746			\$0	\$2,562		\$0	\$5,307	
4	Education Incentive Pay Differential	POF		12	\$75	\$3,600			\$0	\$3,359		\$0	\$6,959	
	Overtime				\$0	\$0			\$0	\$0		\$0	\$0	
9	Fire Apparatus Engineer	POF	7/01/2020-6/30/2021	12	\$5,098	\$550,584	\$2,817	12	\$304,236	\$513,695	\$0	\$167,451	\$1,535,966	\$1,551,624
9	Education Incentive Pay Differential	POF		12	\$75	\$8,100			\$0	\$7,557		\$0	\$15,657	
	Overtime				\$0	\$0			\$0	\$0		\$0	\$0	
2.5	Communications Operator, Range B	SAF	7/01/2020-6/30/2021	12	\$6,081	\$182,430	\$0	0	\$0	\$122,283	\$0	\$0	\$304,713	\$323,398
2.5	Night-Shift Pay Differential	SAF		12	\$173	\$5,200			\$0	\$3,485		\$0	\$8,685	
	Overtime				\$0	\$0			\$0	\$0		\$0	\$0	
1	Heavy Equipment Mechanic, Range B	MIS	7/01/2020-6/30/2021	12	\$6,165	\$73,980	\$0	0	\$0	\$59,502	\$0	\$0	\$133,482	\$156,246
1	Commercial Drivers License Pay Differential	MIS		12	\$281	\$3,372			\$0	\$2,712		\$0	\$6,084	
1	Fire Mission Pay Differential - HEM Range B	MIS		6	\$617	\$3,702			\$0	\$2,978		\$0	\$6,680	
	Overtime				\$0	\$0			\$0	\$0		\$0	\$0	
1	Office Technician	MIS	7/01/2020-6/30/2021	12	\$4,033	\$48,396	\$0	0	\$0	\$38,925	\$0	\$0	\$87,321	\$87,321
	Overtime	POF			\$0	\$0			\$0	\$0		\$0	\$0	
	Overtime				\$0	\$0	\$0	0	\$0	\$0	\$0	\$0	\$0	\$101,450
	Overtime				\$0	\$0			\$0	\$0		\$0	\$0	
	Overtime				\$0	\$0			\$0	\$0		\$0	\$0	
	Overtime				\$0	\$0			\$0	\$0		\$0	\$0	
	Overtime	POF			\$0	\$100,000			\$0	\$1,450		\$0	\$101,450	

Fiscal Year: 2020	Unit: TCU	Sub Total	\$436,198	Contract Name:	Tuolumne County
Index: 4400		Admin	\$50,992	Contract No.:	2CA04844
PCA: 48201		Total	\$487,189	Page No.:	21
PRC: 4144		Overtime Total:	\$10,000		

Comments: This is a Amador - 4144 of the Cooperative Agreement, dated July 1, 2020 between the County of Tuolumne and The California Department of Forestry and Fire Protection (CAL FIRE)

CAL FIRE Unit Chief	Nick Casci
CAL FIRE Region Chief	Dan Johnson

Number of Positions	Classification/ad-ons (Pick From List)	RET.	Period	Salary Months	Salary Rate	Total Salary	EDWC Rate	EDWC Periods	Total EDWC	Salary Benefits	FFI UI	EDWC Benefits	Total Salary & EDWC	Total Position Cost
6	Firefighter I	POF	7/01/2020-6/30/2021	6	\$4,137	\$148,932	\$2,255	6	\$81,180	\$138,954	\$12,451	\$44,681	\$426,198	\$436,198
					\$0	\$0			\$0	\$0		\$0	\$0	
					\$0	\$0			\$0	\$0		\$0	\$0	
					\$0	\$0			\$0	\$0		\$0	\$0	
	Overtime				\$0	\$10,000			\$0	\$0		\$0	\$10,000	
					\$0	\$0	\$0	0	\$0	\$0	\$0	\$0	\$0	\$0
					\$0	\$0			\$0	\$0		\$0	\$0	
					\$0	\$0			\$0	\$0		\$0	\$0	
	Overtime				\$0	\$0			\$0	\$0		\$0	\$0	
					\$0	\$0	\$0	0	\$0	\$0	\$0	\$0	\$0	\$0
					\$0	\$0			\$0	\$0		\$0	\$0	
					\$0	\$0			\$0	\$0		\$0	\$0	
	Overtime				\$0	\$0			\$0	\$0		\$0	\$0	
					\$0	\$0	\$0	0	\$0	\$0	\$0	\$0	\$0	\$0
					\$0	\$0			\$0	\$0		\$0	\$0	
					\$0	\$0			\$0	\$0		\$0	\$0	
	Overtime				\$0	\$0			\$0	\$0		\$0	\$0	
					\$0	\$0	\$0	0	\$0	\$0	\$0	\$0	\$0	\$0
					\$0	\$0			\$0	\$0		\$0	\$0	
					\$0	\$0			\$0	\$0		\$0	\$0	
	Overtime	POF			\$0	\$0			\$0	\$0		\$0	\$0	
					\$0	\$0	\$0	0	\$0	\$0	\$0	\$0	\$0	\$0
					\$0	\$0			\$0	\$0		\$0	\$0	
					\$0	\$0			\$0	\$0		\$0	\$0	
	Overtime	POF			\$0	\$0			\$0	\$0		\$0	\$0	

Fiscal Year: 2020	Unit: TCU	Sub Total	\$934,709	Contract Name: Tuolumne County	
Index: 4400		Admin	\$109,267		
PCA: 48202		Total	\$1,043,976		Contract No.: 2CA04844
PRC: 4142		Overtime Total: \$50,653			Page No.: 23

Comments This is a Schedule A - PRC 4142 of the Cooperative Agreement, dated July 1, 2020 between the Groveland Community Services District, and The California Department of Forestry and Fire Protection (CAL FIRE)	CAL FIRE Unit Chief	Nick Casci
	CAL FIRE Region Chief	Dan Johnson

Number of Positions	Classification/ad-ons (Pick From List)	RET.	Period	Salary Months	Salary Rate	Total Salary	EDWC Rate	EDWC Periods	Total EDWC	Salary Benefits	FFI UI	EDWC Benefits	Total Salary & EDWC	Total Position Cost
1	Fire Captain, Range A	POF	7/1/2020-6/30/2021	12	\$5,720	\$68,640	\$3,155	12	\$37,860	\$64,041	\$0	\$20,838	\$191,379	\$199,446
1	Longevity Pay Differential - 1%	POF		12	\$0	\$686			\$0	\$640		\$0	\$1,327	
1	Education Incentive Pay Differential	POF		12	\$75	\$900			\$0	\$840		\$0	\$1,740	
					\$0	\$0			\$0	\$0		\$0	\$0	
	Overtime				\$0	\$0			\$0	\$0		\$0	\$0	
					\$0	\$5,000			\$0	\$0		\$0	\$5,000	
4	Fire Apparatus Engineer	POF	7/1/2020-6/30/2021	12	\$5,098	\$244,704	\$2,817	12	\$135,216	\$228,309	\$0	\$74,423	\$682,652	\$735,263
4	Education Incentive Pay Differential	POF		12	\$75	\$3,600			\$0	\$3,359		\$0	\$6,959	
					\$0	\$0			\$0	\$0		\$0	\$0	
					\$0	\$0			\$0	\$0		\$0	\$0	
					\$0	\$0			\$0	\$0		\$0	\$0	
	Overtime	POF			\$0	\$45,000			\$0	\$653		\$0	\$45,653	
					\$0	\$0	\$0	0	\$0	\$0	\$0	\$0	\$0	\$0
					\$0	\$0			\$0	\$0		\$0	\$0	
					\$0	\$0			\$0	\$0		\$0	\$0	
					\$0	\$0			\$0	\$0		\$0	\$0	
	Overtime				\$0	\$0			\$0	\$0		\$0	\$0	
					\$0	\$0	\$0	0	\$0	\$0	\$0	\$0	\$0	\$0
					\$0	\$0			\$0	\$0		\$0	\$0	
					\$0	\$0			\$0	\$0		\$0	\$0	
					\$0	\$0			\$0	\$0		\$0	\$0	
	Overtime				\$0	\$0			\$0	\$0		\$0	\$0	
					\$0	\$0	\$0	0	\$0	\$0	\$0	\$0	\$0	\$0
					\$0	\$0			\$0	\$0		\$0	\$0	
					\$0	\$0			\$0	\$0		\$0	\$0	
					\$0	\$0			\$0	\$0		\$0	\$0	
	Overtime	POF			\$0	\$0			\$0	\$0		\$0	\$0	
					\$0	\$0	\$0	0	\$0	\$0	\$0	\$0	\$0	\$0
					\$0	\$0			\$0	\$0		\$0	\$0	
					\$0	\$0			\$0	\$0		\$0	\$0	
					\$0	\$0			\$0	\$0		\$0	\$0	
	Overtime	POF			\$0	\$0			\$0	\$0		\$0	\$0	

Fiscal Year: 2020	Unit: TCU	Sub Total	\$218,099	Contract Name:	Tuolumne County
Index: 4400		Admin	\$25,496	Contract No.: 2CA04844	
PCA 48202		Total	\$243,595	Page No.:	25
PRC: 4144		Overtime Total:	\$5,000		
Comments					

This is a Amador - 4144 of the Cooperative Agreement, dated July 1, 2020 between the Groveland Community Services District, and The California Department of Forestry and Fire Protection (CAL FIRE)

CAL FIRE Unit Chief	Nick Casci
CAL FIRE Region Chief	Dan Johnson

Number of Positions	Classification/ad-ons (Pick From List)	RET.	Period	Salary Months	Salary Rate	Total Salary	EDWC Rate	EDWC Periods	Total EDWC	Salary Benefits	FFI UI	EDWC Benefits	Total Salary & EDWC	Total Position Cost
3	Firefighter I	POF	11/15/20-5/15/21	6	\$4,137	\$74,466	\$2,255	6	\$40,590	\$69,477	\$6,225	\$22,341	\$213,099	\$218,099
					\$0	\$0			\$0	\$0		\$0	\$0	
					\$0	\$0			\$0	\$0		\$0	\$0	
					\$0	\$0			\$0	\$0		\$0	\$0	
	Overtime				\$0	\$5,000			\$0	\$0		\$0	\$5,000	
					\$0	\$0	\$0	0	\$0	\$0	\$0	\$0	\$0	\$0
					\$0	\$0			\$0	\$0		\$0	\$0	
					\$0	\$0			\$0	\$0		\$0	\$0	
	Overtime				\$0	\$0			\$0	\$0		\$0	\$0	
					\$0	\$0	\$0	0	\$0	\$0	\$0	\$0	\$0	\$0
					\$0	\$0			\$0	\$0		\$0	\$0	
					\$0	\$0			\$0	\$0		\$0	\$0	
	Overtime				\$0	\$0			\$0	\$0		\$0	\$0	
					\$0	\$0	\$0	0	\$0	\$0	\$0	\$0	\$0	\$0
					\$0	\$0			\$0	\$0		\$0	\$0	
					\$0	\$0			\$0	\$0		\$0	\$0	
	Overtime				\$0	\$0			\$0	\$0		\$0	\$0	
					\$0	\$0	\$0	0	\$0	\$0	\$0	\$0	\$0	\$0
					\$0	\$0			\$0	\$0		\$0	\$0	
					\$0	\$0			\$0	\$0		\$0	\$0	
	Overtime	POF			\$0	\$0			\$0	\$0		\$0	\$0	
					\$0	\$0	\$0	0	\$0	\$0	\$0	\$0	\$0	\$0
					\$0	\$0			\$0	\$0		\$0	\$0	
					\$0	\$0			\$0	\$0		\$0	\$0	
	Overtime	POF			\$0	\$0			\$0	\$0		\$0	\$0	

Fiscal Year: 2020
 Index: 4400
 PCA: 48202
 PRC: 4144

Uniform Benefits	\$46
Sub Total	\$17,791
Admin	\$2,080
Total	\$19,871

Contract Name: Tuolumne County
 Contract No.: 2CA04844
 Page No.: 26

Comments

This is a Amador - 4144 of the Cooperative Agreement, dated July 1, 2020 between the Groveland Community Services District and The California Department of Forestry and Fire Protection (CAL FIRE)

Category (Pick from List)	Details	Number	Months	Rate	Sub-Total	1.45%	
						Uniform Benefits	Total
UNIFORM ALLOWANCE FOR BU8	Firefighter 1	3.00	6.00	\$178	\$ 3,195	\$ 46	\$ 3,241
VEHICLE OPERATIONS	Type 3 Engine	1.00	6.00	\$1431	\$ 8,586		\$ 8,586
COMMUNICATIONS	Handie Talkie	2.00	6.00	\$7	\$ 84		\$ 84
COMMUNICATIONS	Mobile Radio	1.00	6.00	\$14	\$ 84		\$ 84
UTILITIES	Electricity	1.00	6.00	\$345	\$ 2,070		\$ 2,070
UTILITIES	Propane	1.00	6.00	\$389	\$ 2,334		\$ 2,334
UTILITIES	Telephone-LD	1.00	6.00	\$49	\$ 294		\$ 294
UTILITIES	Water/Sewer	1.00	6.00	\$93	\$ 558		\$ 558
UTILITIES	Electricity ECC	1.00	6.00	\$90	\$ 540		\$ 540

Contractor Name: Tuolumne County

Contract No: 2CA04844

Page No.: 27

EXHIBIT D, SCHEDULE B

STATE FUNDED RESOURCES

NAME OF LOCAL AGENCY: Tuolumne County

This is Schedule B of Cooperative Agreement originally dated July 1, 2020, by and between CAL FIRE of the State of California and LOCAL AGENCY.

FISCAL YEAR: 2020/21 to 2022/23

(See Attached)

EXHIBIT D, SCHEDULE B
STATE FUNDED RESOURCES

NAME OF LOCAL AGENCY: Tuolumne County

This is Schedule B of Cooperative Agreement originally dated July 1, 2020, by and between CAL FIRE of the State of California and Tuolumne County.

FISCAL YEAR: 2020/21 to 2022/23

ADMINISTRATION

5 Battalion Chiefs

- Twain Harte Battalion
- Groveland Battalion
- Training/Safety Battalion
- Columbia Air Attack Base
- Fire Prevention

CREWS

Standard Station	2 Engines	2 FC, 3 FAE
Twain Harte Station	2 Engines	2 FC, 3 FAE
Green Springs Station	1 Engine	2 FC
Groveland Station	2 Engines	2 FC, 3 FAE
Blanchard Station	1 Engine	2 FC

AIR ATTACK

Columbia AAB	2 Air Tankers	
	1 Air Attack	2 FC, 1 FAE
	1 Helicopter	2 PLT, 5 FC, 2 FAE

BASELINE CONSERVATION CAMP

5 Fire Crews	10 FCB
1 Bulldozer Unit	2 HFEO

FORESTRY TRAINING PROGRAM

5 Training Crews	11 FCB
------------------	--------

Contractor Name: Tuolumne County

Contract No: 2CA04844

Page No.: 29

EXHIBIT D, SCHEDULE C

LOCAL FUNDED LOCAL RESOURCES
ASSIGNED TO THE CAL FIRE UNIT

NAME OF LOCAL AGENCY: Tuolumne County

This is Schedule C of Cooperative Agreement originally dated July 1, 2020, by and between CAL FIRE of the State of California and LOCAL AGENCY.

FISCAL YEAR: 2020/21 to 2022/23

(See Attached)

EXHIBIT D, SCHEDULE C
LOCAL FUNDED RESOURCES

NAME OF LOCAL AGENCY: Tuolumne County

This is Schedule C of Cooperative Agreement originally dated July 1, 2020, by and between CAL FIRE of the State of California and Tuolumne County.

FISCAL YEAR: 2019/2020

SALARIES AND BENEFITS	\$	523,168
SERVICES AND SUPPLIES	\$	5,208,239
FIXED ASSETS	\$	700,000
INTERNAL LOAN PAYMENT		
A-87 ALLOCATION	\$	93,595
TOTAL DEPARTMENT BUDGET	\$	6,525,002

EXHIBIT D, SCHEDULE E

This is Schedule E of Cooperative Agreement originally dated July 1, 2020, by and between the CAL FIRE of the State of California and LOCAL AGENCY

NAME OF LOCAL AGENCY:Tuolumne County

The CAL FIRE, State of California and its officers, agents, employees, and servants are included as additional insured for the purposes of this contract. The State shall receive thirty (30) days prior written notice of any cancellation or change to the policy at the addresses listed in LG1, Page 2.

FISCAL YEAR: 2020/21 to 2022/23

SELF-INSURANCE CERTIFICATION BY LOCAL AGENCY FOR TORT LIABILITY

This is to certify that LOCAL AGENCY has elected to be self-insured under the self-insurance provision provided in Exhibit C, Section 17.

By: _____
Signature Printed Name

Title Date

SELF-INSURANCE CERTIFICATION BY LOCAL AGENCY FOR WORKER'S COMPENSATION BENEFITS

This is to certify that LOCAL AGENCY has elected to be self-insured for Workers' Compensation benefits which comply with Labor Code Section 3700 as provided in Exhibit C, Section 18.

By: _____
Signature Printed Name

Title Date

SELF-INSURANCE CERTIFICATION BY LOCAL AGENCY FOR LOCAL AGENCY-OWNED VEHICLES

This is to certify that LOCAL AGENCY has elected to be self-insured for local agency-owned vehicles under the self-insurance provision provided in Exhibit D, Schedule D.

By: _____
Signature Printed Name

Title Date

COOPERATIVE FIRE PROTECTION PROGRAM
DEPARTMENT OF FORESTRY AND FIRE PROTECTION
LOCAL GOVERNMENT EMERGENCY SERVICE AGREEMENT
LEGISLATIVE SUMMARY
LG-L (Revised 03/2018)

1. AGREEMENT NAME Tuolumne County		2. AGREEMENT # 2CA04844	
3. AGREEMENT VALUE \$17,597,356.00		4. FISCAL YEAR 2020	
5. NUMBER OF POSITIONS ASSOCIATED WITH THE AGREEMENT: 32.5			
6. DOES THIS AGREEMENT EXPAND UPON A PREVIOUSLY EXISTING AGREEMENT? <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES If "Yes", What?			
7. STATUS OF AGREEMENT: New <input type="checkbox"/> Amendment <input type="checkbox"/> Continuation of Service <input checked="" type="checkbox"/> :Previous Agreement Number 4CA03570			
8. UNIT Tuolumne-Calaveras		9. PREPARED BY Andrew Murphy	
10. COOPERATIVE AGREEMENT ANALYSIS RATING FORM SCORE <input type="checkbox"/> HIGHLY APPROPRIATE <input type="checkbox"/> APPROPRIATE <input type="checkbox"/> marginally APPROPRIATE 120 - 80 80 - 40 39 - 20 Please provide detail below in subjective factors			
11. DEGREE TO WHICH AGREEMENT ALIGNS WITH CAL FIRE BASE MISSION (PRC §§ 713 AND 714): This Cooperative Agreement enhances the CAL FIRE mission of maintaining an integrated staff to accomplish fire protection, agreement fire protection, associated emergency services, assistance in civil disasters and other non-fire emergencies, and establishing and maintaining facilities for the performance of fire protection and fire prevention. Previous agreements have been in place since: 1979			
12. SUBJECTIVE FACTORS THAT INFLUENCED THE DIRECTOR'S DECISION:			

Filed _____, 2020

No. _____

By _____
Clerk of the Board of Supervisors



RESOLUTION
OF THE BOARD OF SUPERVISORS OF THE COUNTY OF TUOLUMNE

WHEREAS, Tuolumne county has had a long-standing relationship with CAL FIRE to provide fire protection in our community; and

WHEREAS, the County contracts with CAL FIRE for the administration of the Tuolumne County Fire Department; and

WHEREAS, this relationship has been mutually beneficial and has provided a great service to the residents and tourists to our community; and

WHEREAS, the County has agreed to renew the contract with CAL FIRE to reflect updated salary, benefit and administrative rates; and

WHEREAS, the current Fire Protection Contract with CAL FIRE will expire June 30, 2020; and

WHEREAS, Public Resources Code sections 4142 and 4144 allow contracting of State fire resources to the County for the provision of year-round fire protection.

NOW, THEREFORE, BE IT RESOLVED, the Tuolumne County Board of Supervisors hereby approves a Schedule A and Amador contract for fiscal years 2020/21 through 2022/23 for fire protection services, with the State of California, acting through CAL FIRE, for an amount not to exceed \$5,582,032 for fiscal year 2020/21, \$5,861,134 for fiscal year 2021/22, and \$6,154,190 for fiscal year 2022/23 for a total not to exceed \$17,597,536 for 2020/21-22/23; and further does hereby authorize the Chair of the Board to sign all related documents.

ADOPTED BY THE BOARD OF SUPERVISORS OF THE COUNTY OF TUOLUMNE ON _____, 2020.

AYES:	1st Dist. _____	NOES:	_____	Dist. _____
	2nd Dist. _____		_____	Dist. _____
	3rd Dist. _____	ABSENT:	_____	Dist. _____
	4th Dist. _____		_____	Dist. _____
	5th Dist. _____	ABSTAIN:	_____	Dist. _____

CHAIRMAN OF THE BOARD OF SUPERVISORS

ATTEST: _____
Clerk of the Board of Supervisors

No. _____

RESOLUTION 25-2020

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT APPROVING A SCHEDULE A AND AMADOR CONTRACT WITH CAL FIRE FOR THE FISCAL YEARS 2020/21 THROUGH 2022/23 FOR FIRE PROTECTION AND EMERGENCY RESPONSE SERVICES

WHEREAS, the Groveland Community Services District “District” has had a standing relationship with CAL FIRE to provide fire protection and emergency response services since 2012 for the community; and

WHEREAS, this relationship has been mutually beneficial and has provided a great service to the residents of our community; and

WHEREAS, the District has agreed to renew the contract with CAL FIRE to reflect updated salary and benefit rates; and

WHEREAS, the current Fire Protection Contract with CAL FIRE will expire June 30, 2020.

NOW, THEREFORE, BE IT RESOLVED, the Groveland Community Services District Board of Directors hereby approves a Schedule A and Amador contract for fiscal years 2020/21 through 2022/23 for fire protection services, with the State of California, acting through CAL FIRE, for an amount not to exceed \$1,319,537 for fiscal year 2020/21, \$1,385,515 for fiscal year 2021/22, and \$1,454,790 for fiscal year 2022/23 for a total not to exceed \$4,159,842 for 2020/21-22/23; and further does hereby authorize the President of the Board to sign all related documents.

ADOPTED BY THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT ON MAY 12TH, 2020 BY THE FOLLOWING VOTE:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVED:

Board President

ATTEST:

Board Secretary

CERTIFICATE OF SECRETARY

I, Jennifer Flores, the duly appointed and acting Secretary of the Board of Directors of the Groveland Community Services District, do hereby declare that the foregoing Resolution was duly passed and adopted at a Regular Meeting of the Board of Directors of the Groveland Community Services District, duly called and held on May 12, 2020.

DATED: _____

TO: GCSB Board of Directors

FROM: Peter Kampa, General Manager

DATE: May 12, 2020

SUBJECT: Agenda Item 6E: Consideration of Approval of the Issuance of a Request for Proposals for the Completion of a Development Impact Fee Study for District Water, Wastewater, Fire and Park Services

RECOMMENDED ACTION:

Staff recommends the following action:

I Move to Approve of the Issuance of a Request for Proposals for the Completion of a Development Impact Fee Study for District Water, Wastewater, Fire and Park Services.

BACKGROUND:

The District is authorized by California law to establish fees to cover the cost of services and facilities. This agenda item proposes that the District secure proposals from qualified consultants for the completion of a Development Impact Fee Study. The Study is intended to evaluate the impacts of new development on District water, sewer, fire and park services, and to recommend a fee structure to be adopted by the Board and charged when properties develop or new parcels are created. The amount of the fee charged is intended to financially offset the level of financial impact created by the new development.

As required in California law at Government Code Section 66000 et seq, for each of the Development Impact Fees proposed, the consultant will:

- (1) Identify the purpose of the fee.
- (2) Identify the use to which the fee is to be put. If the use is financing public facilities, the facilities shall be identified.
- (3) Determine how there is a reasonable relationship between the fee's use and the type of development project on which the fee is imposed.
- (4) Determine how there is a reasonable relationship between the need for the public facility and the type of development project on which the fee is imposed.

We currently have in place water and sewer “connection” fees that are charged when a property owner requests a new service connection, or when a property changes its use such as conversion from a retail store to a restaurant. It is not clear whether our current water and sewer connection fees are set at a level based on improvements needed to increase capacity in the future, such as larger or more pumps, larger water mains, etc., or whether they were established simply to increase revenue at the time. Either way, the amount of the fee must be related to facility costs or improvements required. This Development Impact Fee Study will clearly tie the District’s water and sewer connection/capacity fees to the buy in costs to existing infrastructure and the costs of capacity related improvements identified in the Master Plans currently being developed.

We currently have no Development Impact Fees in place to offset the impact of new development projects on District Park and Fire services. For example, if 30 new residential lots were to annex into the District to receive services, once annexed they immediately receive the benefit and value of the existing park and fire assets, such as Fire apparatus, buildings, tools, equipment, etc. These facilities now need to provide service to 60-80 more persons, protect 30 new homes and eventually see more crowding at the existing parks. The purpose of the impact fee is to look at the District facility needs long term, and ensure that all newly created and developed properties contribute their fair share so that we maintain adequate park and fire facilities and equipment to serve future generations with an equal level of service, for an equal value as received today.

In many recent discussions, the Board has stated its intention to ensure that the cost of serving new development, whether located inside the District or out, is funded appropriately by the entity exerting the need for the new services. This Development Impact Fee study will provide the analysis necessary to establish a fee structure to accomplish this objective. Tuolumne County is also going through the process to update its GIGER (Development Impact) fees, and our study will be timely as well. The cost of developing the study, and updating it in the future is also an expense reimbursable through Impact Fees.

The attached RFP proposes the establishment of a Committee for the purpose of evaluating and scoring consultant proposals, and recommending contract award to the Board.

ATTACHMENTS:

Draft Request for Proposals for Development Impact Fee Study

FINANCIAL IMPACT:

For a similar study, the county of Tuolumne received proposals of \$44,000 and \$52,500. For 2020/21 budgeting purposes, we estimate a cost of \$50,000 at this time

GROVELAND COMMUNITY SERVICES DISTRICT
Issued: May 15, 2020



REQUEST FOR PROPOSALS (RFP)
Development Impact Fee Study

Deadline for Submission of Proposals:
June 12, 2020, 4:00pm

For an electronic version of this RFP, go to:

www.gcsd.org

(Click on "Bids, RFPs & RFQs")

Table of Contents

SECTION ONE: ACTIVITIES AND TIMELINES..... 3
SECTION TWO: GENERAL RFP SUMMARY..... 3
SECTION THREE: PROGRAM BACKGROUND AND OVERVIEW..... 3
SECTION FOUR: SCOPE OF SERVICES 4
SECTION FIVE: MINIMUM QUALIFICATIONS 5
SECTION SIX: PROPOSAL PACKAGE REQUIREMENTS 5
A. PROPOSAL FORMAT..... 5
B. PROPOSAL ELEMENTS..... 6
SECTION SEVEN: RFP PROCESS..... 6
A. SUBMITTAL OF PROPOSALS 6
B. SUBMITTER’S QUESTIONS..... 7
C. COSTS OF DEVELOPING THE PROPOSAL..... 7
D. PROPOSAL TERMS AND CONDITIONS 7
E. SUCCESSFUL PROPOSAL AS PART OF CONTRACT SERVICES 8
1. EVALUATION OF PROPOSALS 8
2. SELECTION PROCESS..... 8
3. EVALUATION CRITERIA & SCORING 8
4. AWARD 9
F. OTHER REQUIREMENTS 9
G. NON-DISCRIMINATION 10
H. PUBLIC RECORDS ACCESS..... 10
SECTION EIGHT: CONTRACT INFORMATION 10
A. SAMPLE AGREEMENT 10
B. TERM/TERMINATION..... 10
C. FUNDING AVAILABILITY 11
D. INSURANCE 11
E. HOLD HARMLESS..... 13

SECTION ONE: ACTIVITIES AND TIMELINES

ACTIVITY	DATE
• Release of published RFP	May 15, 2020
• Deadline for receiving all questions	June 1, 2020
• Deadline for RFP responses to be received by District	June 12, 2020
• Review Committee evaluates and ranks proposals	6/15/2020 – 6/19/2020
• Notice of contract award (Tentative)	6/26/2020
• Contract executed (Tentative)	7/14/2020

SECTION TWO: GENERAL RFP SUMMARY

The Groveland Community Services District is requesting proposals from experienced and qualified consulting firms to conduct a comprehensive Development Impact Fee study that meets the requirements of the Mitigation Fee Act (California Government Code Section 66000 et seq., also known as Assembly Bill 1600).

SECTION THREE: PROGRAM BACKGROUND AND OVERVIEW

Established as mining camps in 1852, Groveland and the nearby town of Big Oak Flat were once thriving California Gold Rush towns. After the decline in gold production, the historic town of Groveland made its mark offering hospitality to weary travelers coming to and from Yosemite National Park. Located only 26 miles from the northern entrance to the Park on Highway 120, today Groveland is the most convenient gateway for tourists coming from the San Francisco Bay Area, Sacramento, Stockton, or Modesto.

Although Groveland boasts a population of approximately 3,000 full-time residents, this number more than triples during the summer months. Visitors are attracted to both the magnificent beauty of our area, as well as the many recreational opportunities offered nearby. Our quiet hilltop community has managed to retain much of its old west charm, and still boasts the oldest continuously operating saloon in California. Travelers enjoy playing golf at Pine Mountain Lake’s 18-hole golf course, taking in the sun at one of the numerous recreational lakes nearby, fishing, hiking, and of course sightseeing.

The Groveland Community Services District (GCSD) was formed in 1955 to provide public services to the growing community, and to address the need for a solid water supply and wastewater treatment. GCSD provides water treatment and distribution; sewer collection, treatment and disposal; fire protection/emergency response, and park services to the community and its visitors. Growth in residents and visitors to the area have resulted in impacts to GCSD services. GCSD has seen an increase in residential lots connected to the utility systems, conversion of second (vacation) homes to vacation rentals with higher demands for water and wastewater production, increasing numbers of visiting tourists, and an influx of resort hotels and

high-end camping facilities located between the GCSD boundaries and Yosemite National Park, and to which the GCSD Fire Department is the first responder.

The major population center within GCSD is the Pine Mountain Lake community, developed in the mid 1960's with 3441 residential parcels, a golf course, recreational lake and other amenities, and several commercial businesses. All parcels within the PML community are served with potable water from GCSD, with approximately 1500 lots also served by the GCSD sewer system. A total of 541 of the lots remain undeveloped in Pine Mountain Lake.

Development Impact Fees need to be evaluated and established; focused on future impacts to ensure services are adequate to meet the increased delivery needs due to the growth, and to ensure that existing customers do not shoulder an inappropriate amount of financial burden for the impact of new development on GCSD services.

Water and Sewer Capacity fees are in place and charged when a vacant lot develops (connection), but need to be evaluated for adequacy and compliance with the Water and Sewer System Master Plans, Capital Improvement Plans, and the Mitigation Fee Act of the California Government Code. The District is completing a water and sewer Master Plan update that addresses system optimization, upgrades, capacity needs and related costs. The system capacity and future development related costs identified in the Master Plan updates will serve as the basis for these Development Impact Fees, which may be charged upon connection to the systems as system development/capacity enhancement fees (connection fees), and/or Impact Fees for new land development projects planned to connect to the systems. For the purposes of this RFP, water and sewer connection/capacity/system development fees are herein referred to as Development Impact Fees.

Fire and Park Development Impact Fees need to be established to address the potential expansion of the District to serve additional planned residential development, the increased use of the existing parks, fire and emergency services when new building occurs, as well as the impact on fire department resources resulting from serving as the primary emergency responder to expanding tourist related facilities located both in and outside the GCSD boundaries.

The District intends to utilize a contractor to conduct a thorough and robust analysis to provide recommendations to the Board of Directors to establish Park, Fire, Water and Sewer Development Impact Fees.

SECTION FOUR: SCOPE OF SERVICES

The District is seeking assistance with providing a comprehensive analysis of its Water and Sewer Capacity Fees, and to establish Development Impact Fees for Fire and Park facilities and offer recommendations in a comprehensive fee study. The fee study should be all-inclusive analysis of current and future impacts to ongoing and one-time costs and revenues, containing the most current and relevant information. The Development Impact Fees can be based on multiple criteria, including residential development and non-residential development, occupancy,

square foot and use of structure, acreage, fixture count and/or industry standard measures as determined most applicable and relevant.

In addition to funding adequate future service capacity, Development Impact Fees will be utilized by the District as a proactive measure to recover costs previously expended to establish service capacity and to cover infrastructure and equipment costs as population continues to increase. The District is also interested in establishing Development Impact Fees to serve as the basis for cost recovery agreements for Fire Department services provided outside the District boundaries under mutual and automatic aid; and to ensure that the Fire Department has the facility and equipment resources necessary to meet District response performance standards. Park Development Impact Fees are intended to ensure that the adequate size, number and type of park facilities are established to meet the needs of the community and District standards. All Development Impact Fees should be established with consideration to impacts resulting from changes in use of existing commercial facilities, conversion of existing single family residential homes to use as short-term vacation rentals, new commercial construction and multi-residential facilities.

The successful proposer will develop a comprehensive analysis of impacts, which should include all types of development. The analysis should look at various levels of impact based on various levels of development. This will require collection and analysis of all necessary data and be based on sound and accurate modeling. This analysis should be presented in a written report to explain in clear and concise language the results of the analyses. In addition, the successful proposer should prepare a model that calculates the recommended fee amounts for different types of development and provide a presentation of that updated model to District staff as well as Board members.

SECTION FIVE: MINIMUM QUALIFICATIONS

Proposer and proposer's staff, including sub-contractors, shall have experience conducting Development Impact Fee studies for other local governmental jurisdictions and should have a sound and proven methodology for making fee recommendations.

Proposer shall possess all permits, licenses and professional credentials necessary to perform the services listed in the Scope of Services in this RFP.

Proposer shall furnish all necessary labor, equipment, supervision, transportation, supplies and incidentals. to perform all work necessary.

SECTION SIX: PROPOSAL PACKAGE REQUIREMENTS

A. PROPOSAL FORMAT

Proposals are to be straightforward, clear, concise and responsive to the information requested. In order for proposals to be considered complete, proposers must provide all requested information.

Each proposer must submit one original proposal and **four (4) additional copies of the proposal**. The original must be clearly marked "ORIGINAL." If emailing or otherwise electronically transmitting the proposal, only the original should be sent; no copies are necessary.

B. PROPOSAL ELEMENTS

1. **Qualifications and Experience**

Provide an overview of your qualifications and experience with similar projects and comparable work.

2. **References**

Included at least three (3) references who can speak to your past performance and capability for the service requested.

3. **Approach**

Describe your approach to providing the Scope of Services described in the RFP in a high quality, cost-effective and comprehensive manner. Demonstrate thorough conceptual and technical understanding of the purpose and scope of the project. If planning to engage subcontractors for any services in the Scope of Services, identify which items.

4. **Staff to be Assigned**

Provide a staff organizational chart and identify the roles and responsibilities to be fulfilled by each staff member or subcontractor.

5. **Cost**

Provide an itemized budget to conduct the comprehensive fee study, including a breakdown of personnel costs as well as any other anticipated costs.

SECTION SEVEN: RFP PROCESS

A. SUBMITTAL OF PROPOSALS

Sealed proposals must be received at the District Office, **NO LATER THAN June 12, 2020 at 4:00pm.**

Proposals are to be addressed as follows:

**Development Impact Fee Study (on Subject Line if by email)
Groveland Community Services District
18966 Ferretti Road, Groveland, CA 95321**

Or jflores@gcsd.org

Attention: Jennifer Flores

Proposer's name and return address must also appear on the envelope or in the signature line of the email.

Proposals will be received only at the address(es) shown above, and must be received by the time indicated. It is the sole responsibility of the proposer to send or deliver its proposal so that it is received by the time and date required, regardless of postmark. Any proposal received after said time and/or date or at a place other than the stated address, cannot be considered and **will not be accepted**. The District's office time stamp, or time received via email shall be considered the official timepiece for the purpose of establishing the actual receipt of proposals.

B. SUBMITTER'S QUESTIONS

Questions regarding the RFP must be submitted exclusively in writing by email to the District by **June 1, 2020 at 5:00pm**. Except for questions that might render the award of this contract invalid, the District will not respond to any questions submitted after this time. The District will use an addendum to the RFP to post any questions received, along with written responses, on the District website, www.gcsd.org, (click on "Bids, RFPs & RFQs"). **It is the responsibility of the proposers to check the District website to review the questions and responses.** Any oral responses to questions are not binding on the District.

Questions should be addressed to:

Groveland Community Services District
Attn: Jennifer Flores, Administrative Services Manager
jflores@gcsd.org

C. COSTS OF DEVELOPING THE PROPOSAL

All costs incurred in the preparation of a proposal are the responsibility of each proposer and will not be reimbursed by the District.

D. PROPOSAL TERMS AND CONDITIONS

It is the responsibility of each proposer to be familiar with all of the specifications, terms and conditions of the RFP. By the submission of a proposal, the proposer certifies that if awarded a contract, proposer will make no claim against the District based upon ignorance of or misunderstanding of the specifications.

Each proposer shall submit its proposal with the understanding that the proposal will become a part of the official file on this matter and shall be subject to disclosure, if requested by a member of the public, following the completion of negotiations.

By submitting a proposal, each proposer certifies that all statements in this proposal are true. This constitutes a warranty, the falsity of which shall include the right, at the District's option, of declaring any contract made, as a result thereof, null and void. Proposals shall be completed, executed, and submitted in accordance with the instructions of this RFP. If a proposal is not submitted in the format specified in this RFP, it may be rejected, unless the District determines that the nonconformity is either a minor irregularity or that the defect or variation in the proposal is immaterial or inconsequential. The District may give the proposer an opportunity to cure any deficiency resulting from a minor irregularity or an immaterial or inconsequential defect, or District may waive such deficiency, whichever is most advantageous to the District.

California law and federal law provide specific employment restrictions for retirees and/or current District employees that desire to contract with the District.

E. SUCCESSFUL PROPOSAL AS PART OF CONTRACT SERVICES

Proposals received in response to this solicitation, at the District's discretion, may be incorporated into the awarded contract and may serve as basic terms and conditions for the ultimate contract. Therefore, proposers are advised that, if successful, they will be held responsible for levels of services proposed at the funding levels quoted. The District reserves the right to negotiate modifications or revisions to any awarded contract.

1. EVALUATION OF PROPOSALS

The objective is to perform a thorough and fair evaluation of submitted proposals and facilitate the selection of a contractor that best satisfies the District's requirements. The following describes the evaluation process and associated components.

2. SELECTION PROCESS

- a. The District shall name, for the purpose of evaluating the proposals for this RFP, a Review Committee composed of representatives from the District. The District may also elect to include as part of the Review Committee qualified representatives from other agencies or entities.
- b. Proposal documentation requirements set forth in this RFP are designed to provide guidance to proposers concerning the type of information that will be used by the Review Committee. Proposers shall be prepared to respond to requests by the Review Committee for additional items deemed necessary to assist in the evaluation process.

3. EVALUATION CRITERIA & SCORING

- a. The Review Committee shall be responsible for performing the evaluations of each proposal. Each member of the Committee shall rate the proposers separately. The scores of each of the Committee members shall then be averaged to provide a total score for each of the proposers. The proposals shall be evaluated on the following categories and the maximum weight possible for each category is listed below:

A.	Completeness of Proposal	Pass/ Fail
B.	Qualifications and Experience	40%
C.	Approach/Service Delivery/Methodology	40%
D.	Cost	20%

4. **AWARD**

Award will be made to the qualified proposer whose proposal will be most advantageous to the District, with price and all other factors considered. The District will negotiate with the highest ranked proposer to develop the scope of work and contract for mutual satisfaction.

If the District cannot successfully negotiate a contract with the highest ranked proposer, the District will terminate negotiations and begin negotiations with the next highest ranked proposer.

Proposers are advised District reserves the following prerogatives:

- To reject any or all proposals;
- To consider historic information and fact, whether gained from the proposer’s proposal or any other source, in the evaluation process; and
- The proposer is cautioned that it is the proposer’s sole responsibility to submit information related to the evaluation categories and the District is under no obligation to solicit such information if it is not included with the proposal. Failure of the individual or firm to submit such information may cause an adverse impact on the evaluation of the proposal.

F. OTHER REQUIREMENTS

In order to contract with the Groveland Community Services District, a proposer must meet the following requirements:

- Make available to the District its federal Tax Identification Number (TIN) or Social Security Number (SSN).
- Comply with all Federal, State and local rules, regulations and policies, including but not limited to:
 - Standard contract language of the District; and,
 - Insurance coverage to include worker's compensation, general liability, auto liability and professional liability, unless waived by the District.

G. NON-DISCRIMINATION

Non-Discrimination: The Contractor selected through this RFP shall provide services without discrimination based on race, creed, color, ethnic or linguistic identification, gender or sexual preference, disability or handicap or any other basis prohibited by law.

H. PUBLIC RECORDS ACCESS

Proposers should be aware that submitted proposals are subject to the California Public Records Act and may be disclosed to members of the public upon request. It is the responsibility of the proposers to clearly identify information in their proposals that they consider to be confidential under the California Public Records Act. To the extent that the District agrees with that designation, such information will be held in confidence whenever possible. All other information will be considered public.

All information regarding the proposals will be held as confidential until such time as the Review Committee has completed its evaluation and, or if, contract negotiations are complete.

SECTION EIGHT: CONTRACT INFORMATION
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A. SAMPLE AGREEMENT

A Professional Services Agreement will be developed which will detail the terms and conditions required by the Groveland Community Services District. A sample Professional Services Agreement is attached to this RFP for reference.

B. TERM/TERMINATION

The term of the initial contract awarded under this RFP will be for 6 months. By mutual agreement, this contract may be extended for an additional 6 months under the following circumstances:

- The District receives adequate funding to extend program operations;

- The Contractor has achieved demonstrable success by meeting all of the contract's service requirements;
- The District continues to need the services purchased under this RFP;
- The Contractor is willing and able to modify the services provided to best meet the needs of the program as determined by the District.

The contract will be subject to termination by either party upon 30 days' advance, written notice of intent to terminate. The District may terminate the contract at any time, without written notice, upon a material breach of contract by the Contractor.

C. FUNDING AVAILABILITY

It is mutually agreed that if the District budget of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the program, this Agreement shall be of no further force and effect. In this event, the District shall have no liability to pay any funds whatsoever to Contractor or to furnish any other considerations under this Agreement and Contractor shall not be obligated to perform any provisions of this Agreement. Contractor's assumption of risk of possible non-appropriation is part of the consideration for this Agreement. District budget decisions are subject to the discretion of the Board of Directors.

If funding for any fiscal year is reduced or deleted by the District budget for purposes of this program, the District shall have the option to either cancel this Agreement with no liability occurring to the District, or offer an Agreement amendment to Contractor to reflect the reduced amount.

D. INSURANCE

A. The Contractor shall provide at its own expense and maintain at all times the following insurance with insurance companies licensed in the State of California and shall provide evidence of such insurance to the District as may be required by the Risk Manager of the District. The Contractor's insurance policy(ies) shall be placed with insurer(s) with acceptable Best's rating of A:VII or with approval of the Risk Manager. The Contractor shall provide notice to the Risk Manager of the District by registered mail, return receipt requested, thirty (30) days prior to cancellation or material change for all of the following stated insurance policies:

- i. Workers' Compensation Coverage – Workers' Compensation Insurance and Employer's Liability Insurance for employees in accordance with the laws of the State of California (including requiring any authorized subcontractor to obtain such insurance for its employees).
- ii. General Liability Coverage - Commercial general liability insurance with a minimum liability limit per occurrence of one million dollars (\$1,000,000) for bodily injury and one hundred thousand dollars (\$100,000) for property damage. If a commercial general liability insurance form or other form with general

aggregate limit is used, either the general aggregate limit shall apply separately to the work to be performed under this Agreement or the general aggregate limit shall be at least twice the required occurrence limit. Coverage shall be included for premises, operations and broad form contractual.

- iii. Automobile Liability insurance with a minimum limit of liability per occurrence of \$1,000,000 for bodily injury and \$100,000 for property damage. This insurance shall cover for bodily injury and property damage, owned, hired and non-owned vehicles.
 - iv. Professional Liability: Professional errors and omissions liability for protection against claims alleging negligent acts, errors or omissions which may arise from Contractor's operations under this Agreement, whether such operations be by Contractor or by its employees, subcontractors, or subconsultants. The amount of this insurance shall not be less than one million dollars (\$1,000,000) per claim with an aggregate limit of five million dollars (\$5,000,000). Contractor agrees to maintain the required coverage for a period of three (3) years after the expiration of this Agreement and any extensions thereof.
- B. Policy Endorsements: Each general liability and automobile liability insurance policy shall be endorsed with the following specific provisions:
- i. The District, its elected or appointed officers, officials, employees, agents and volunteers are to be covered as additional insureds ("District additional insureds").
 - ii. This policy shall be considered, and include a provision it is, primary as respects the District additional insureds, and shall not include any special limitations to coverage provided to the District additional insureds. Any insurance maintained by the District, including any self-insured retention the District may have, shall be considered excess insurance only and shall not contribute with it.
 - iii. This insurance shall act for each insured and additional insured as though a separate policy had been written for each, except with respect to the limits of liability of the insuring company.
 - iv. The insurer waives all rights of subrogation against the District additional insureds.
 - v. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the District additional insureds.
- C. Deductibles and Self-Insured Retentions: Any deductibles or self-insured retentions must be declared to and approved by the Risk Manager. At the District's option, Contractor shall demonstrate financial capability for payment of such deductibles or self-insured retentions.

- D. Unsatisfactory Policies: If at any time any of the policies or endorsements be unsatisfactory as to form or substance, or if an issuing company shall be unsatisfactory, to the Risk Manager, a new policy or endorsement shall be promptly obtained and evidence submitted to the Risk Manager for approval.
- E. Failure to Comply: Upon failure to comply with any of these insurance requirements, this Agreement may be forthwith declared suspended or terminated. Failure to obtain and/or maintain any required insurance shall not relieve any liability under this Agreement, nor shall the insurance requirements be construed to conflict with or otherwise limit the indemnification obligations.

E. HOLD HARMLESS

Contractor shall indemnify, defend, save, protect and hold harmless District, its elected and appointed officials, officers, employees, agents and volunteers (collectively, "District") from any and all demands, losses, claims, costs, suits, liabilities and expenses for any damage, injury or death (collectively, "Liability") arising directly or indirectly from or connected with the services provided hereunder which is caused, or claimed or alleged to be caused, in whole or in part, by the negligence or willful misconduct of Contractor, its officers, employees, agents, contractors, consultants, or any person under its direction or control and shall make good to and reimburse District for any expenditures, including reasonable attorney's fees, the District may make by reason of such matters and, if requested by District, shall defend any such suits at the sole cost and expense of Contractor. Contractor's obligations under this section shall exist regardless of concurrent negligence or willful misconduct on the part of the District or any other person; provided, however, that Contractor shall not be required to indemnify District for the proportion of Liability a court determines is attributable to the negligence or willful misconduct of the District.

If such indemnification becomes necessary, the District Counsel for the District shall have the absolute right and discretion to approve or disapprove of any and all counsel employed to defend the District. This indemnification clause shall survive the termination or expiration of this Agreement.



BOARD MEETING AGENDA SUBMITTAL

TO: GCSO Board of Directors

FROM: Jennifer Flores, Administrative Services Manager

DATE: May 12, 2020

SUBJECT: Agenda Item 6F: Adoption of Resolution 26-2020, Designating the Applicant's (District's) Agents for Agreements and Related Matters During Emergencies; Cal OES 130 Non- State Agencies

RECOMMENDED ACTION:

Staff recommends the following action:

I Move to Approve Adopting Resolution 26-2020, Designating the Applicant's (District's) Agents for Agreements and Related Matters During Emergencies; Cal OES 130 Non- State Agencies

BACKGROUND:

On March 13, 2020, the President declared a nationwide emergency and on March 22, 2020, approved Major Declaration FEMA-4482-DR-CA (DR-4482) making Federal emergency aid available for the Coronavirus pandemic.

A Designation of Applicant's Agent Resolution for Non-State Agencies (Cal OES Form 130) is required for the District to be eligible to receive State and/or Federal funding. A resolution older than three years is invalid. The last Designation of Applicant's Agent Resolution was authorized by the Board on April 4, 2017. The resolution is universal and effective for all open and future emergencies/disasters up to three years following the date of approval by the Board.

The attached Designation of Applicant's Agent Resolution for Non-State Agencies (Cal OES Form 130) authorizes the following personnel from the District to act as its authorized agents: General Manager, Administrative Services Manager, and Board President.

ATTACHMENTS:

1. Resolution 26-2020, Cal OES Form 130

RESOLUTION 26-2020
DESIGNATION OF APPLICANT'S AGENT RESOLUTION
FOR NON-STATE AGENCIES

BE IT RESOLVED BY THE Board of Directors OF THE Groveland Community Services District
(Governing Body) (Name of Applicant)

THAT General Manager, OR
(Title of Authorized Agent)

Administrative Services Manager, OR
(Title of Authorized Agent)

Board President
(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the Groveland Community Services District, a public entity
(Name of Applicant)

established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Services for the purpose of obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

THAT the Groveland Community Services District, a public entity established under the laws of the State of California,
(Name of Applicant)

hereby authorizes its agent(s) to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.

Please check the appropriate box below:

This is a universal resolution and is effective for all open and future disasters up to three (3) years following the date of approval below.

This is a disaster specific resolution and is effective for only disaster number(s) _____

Passed and approved this 12th day of May, 2020

Nancy Mora, Director
(Name and Title of Governing Body Representative)

John Armstrong, Director
(Name and Title of Governing Body Representative)

Spencer Edwards, Director; Robert Swan, Director
(Name and Title of Governing Body Representative)

CERTIFICATION

I, Jennifer L. Flores, duly appointed and Board Secretary of
(Name) (Title)

Groveland Community Services District, do hereby certify that the above is a true and correct copy of a
(Name of Applicant)

Resolution passed and approved by the Board of Directors of the Groveland Community Services District
(Governing Body) (Name of Applicant)

on the May day of 12th, 2020.

(Signature)

Board Secretary
(Title)

Cal OES Form 130 Instructions

A Designation of Applicant's Agent Resolution for Non-State Agencies is required of all Applicants to be eligible to receive funding. A new resolution must be submitted if a previously submitted Resolution is older than three (3) years from the last date of approval, is invalid or has not been submitted.

When completing the Cal OES Form 130, Applicants should fill in the blanks on page 1. The blanks are to be filled in as follows:

Resolution Section:

Governing Body: This is the group responsible for appointing and approving the Authorized Agents.

Examples include: Board of Directors, City Council, Board of Supervisors, Board of Education, etc.

Name of Applicant: The public entity established under the laws of the State of California. Examples include: School District, Office of Education, City, County or Non-profit agency that has applied for the grant, such as: City of San Diego, Sacramento County, Burbank Unified School District, Napa County Office of Education, University Southern California.

Authorized Agent: These are the individuals that are authorized by the Governing Body to engage with the Federal Emergency Management Agency and the Governor's Office of Emergency Services regarding grants applied for by the Applicant. There are two ways of completing this section:

1. **Titles Only:** If the Governing Body so chooses, the titles of the Authorized Agents would be entered here, not their names. This allows the document to remain valid (for 3 years) if an Authorized Agent leaves the position and is replaced by another individual in the same title. If "Titles Only" is the chosen method, this document must be accompanied by a cover letter naming the Authorized Agents by name and title. This cover letter can be completed by any authorized person within the agency and does not require the Governing Body's signature.
2. **Names and Titles:** If the Governing Body so chooses, the names **and** titles of the Authorized Agents would be listed. A new Cal OES Form 130 will be required if any of the Authorized Agents are replaced, leave the position listed on the document or their title changes.

Governing Body Representative: These are the names and titles of the approving Board Members.

Examples include: Chairman of the Board, Director, Superintendent, etc. The names and titles **cannot** be one of the designated Authorized Agents, and a minimum of two or more approving board members need to be listed.

Certification Section:

Name and Title: This is the individual that was in attendance and recorded the Resolution creation and approval.

Examples include: City Clerk, Secretary to the Board of Directors, County Clerk, etc. This person **cannot** be one of the designated Authorized Agents or Approving Board Member (if a person holds two positions such as City Manager and Secretary to the Board and the City Manager is to be listed as an Authorized Agent, then the same person holding the Secretary position would sign the document as Secretary to the Board (not City Manager) to eliminate "Self Certification.")



BOARD MEETING AGENDA SUBMITTAL

TO: GCSB Board of Directors

FROM: Jennifer Flores, Administrative Services Manager

DATE: May 12, 2020

SUBJECT: Agenda Item 6G: Review and Direction to Staff Regarding the Preliminary Draft Budget for FY 2020-2021

RECOMMENDED ACTION

I move to direct staff to prepare for initial consideration during the June 9, 2020 regular Board meeting, the draft 2020/21 Fiscal Year Budget to include the direction given by this Board in today's meeting.

SUMMARY

Before the Board today is a very preliminary draft budget that reflects budget assumptions based on the Board's established goals and objectives. Staff is looking for Board direction for the preparation of a Final Draft Budget. The draft budget will be reviewed again at the Regular Meeting of June 9, 2020, and a Public Hearing to receive formal public testimony regarding its adoption needs to be scheduled.

The direction received from the Board at this meeting will help guide staff in the development of draft preliminary and final budgets, and to ensure that the proposals submitted are consistent with Board goals and objectives by investing in staffing, operating expenses, purchases and improvements, professional engineering, legal, outreach and financial consulting services.

ATTACHMENT

1. Preliminary Draft 2020/21 Fiscal Year Budget

Groveland Community Services District
Proposed Draft FY 2020/21
Annual Budget

	WATER			SEWER			FIRE			PARKS			ADMIN			TOTAL PROJECTED
	19/20	20/21	% Diff	19/20	20/21	% Diff	19/20	20/21	% Diff	19/20	20/21	% Diff	19/20	20/21	% Diff	
Beginning Fund Balance	1,750,764	1,315,344		429,965	(265,085)		582,879	56,524		134,095	11,889					
Revenue																
Services Charges	\$ 2,453,992	\$ 2,540,994	4%	\$ 1,880,607	\$ 2,193,192	17%	\$ -	\$ -		\$ -	\$ -				\$ 4,734,186	
Fees	88,591	87,910	-1%	42,000	32,000	-24%				1,500	2,000	33%			121,910	
Taxes							1,086,768	1,108,503	2%	94,500	96,390	2%			1,204,893	
Other Revenue	46,228	48,500	5%	914,059	148,316	-84%	212,800	202,500	-5%	242,400	47,000				446,316	
TOTAL FUND REVENUE	2,588,811	2,677,404	3%	2,836,666	2,373,508	-16%	1,299,568	1,311,003	1%	338,400	145,390	-57%			\$ 6,507,305	
Operating Expenses																
Salaries	\$ 450,907	\$ 459,382	2%	\$ 390,848	\$ 398,134	2%	\$ 17,159	\$ 17,499	2%	\$ 42,901	\$ 43,748	2%	\$ 390,388	\$ 514,194	32%	\$ 1,432,957
Benefits	177,318	182,332	3%	152,492	156,806	3%	7,093	7,293	3%	17,731	18,233	3%	135,835	164,578	21%	529,243
Retiree Medical	50,000	52,000	4%	25,000	26,000	4%	14,000	14,350	3%						92,350	
Admin Operating Expense													211,642	392,596	86%	392,596
Equip, Auto, Maint, & Repairs	280,691	293,340	5%	151,703	167,960	11%	59,820	63,820	7%	7,700	7,800	1%			532,920	
Outside Services	264,000	214,000	-19%	261,000	216,000	-17%							105,303	191,400	82%	621,400
CAL FIRE (Schedule A + Amador Contracts)							1,350,230	1,319,537	-2%						1,319,537	
Other (incl. OPEB, Leases, Cost of Water)	408,130	378,050	-7%	219,420	347,522	58%	279,678	192,328	-31%	59,500	52,500	-12%	306,818	257,462	-16%	1,227,862
TOTAL FUND EXPENSES	\$ 1,631,046	\$ 1,579,104	-3%	\$ 1,200,463	\$ 1,312,422	9%	\$ 1,727,980	\$ 1,614,828	-7%	\$ 127,832	\$ 122,281	-4%	\$ 1,149,986	\$ 1,520,229	32%	\$ 6,148,864
Administrative Cost Allocation	867,948	857,412		570,740	570,011		19,906	20,479		69,529	72,328		1,528,123	1,520,229		
TOTAL OPERATING EXPENSES	\$ 2,498,994	\$ 2,436,516	-3%	\$ 1,771,203	\$ 1,882,433	6%	\$ 1,747,886	\$ 1,635,306	-6%	\$ 197,361	\$ 194,609	-1%				
TOTAL OPERATING BALANCE	\$ 89,817	\$ 240,888		\$ 1,065,463	\$ 491,075		\$ (448,318)	\$ (324,303)		\$ 141,039	\$ (49,219)				358,441	
Capital Expenses and Revenue																
Capital Revenue (Connection/Capacity Fees, Reserve Transfer)																
Capital Outlay (Expenditures on Fixed Assets)	408,308	560,533	37%	1,662,791	1,420,920	-15%	78,037	62,425		263,245	22,795	-91%				
NET CAPITAL EXPENSES	408,308	560,533	37%	1,662,791	1,420,920	-15%	78,037	62,425		263,245	22,795	-91%			2,066,673	
Reserve Set-Aside																
Reserve for Capital Outlay (\$506,479 From 2015 rate study)	47,771	47,771		100,000	100,000											
TOTAL RESERVE SET-ASIDE	47,771	47,771		100,000	100,000										147,771	
TOTAL EXPENSES	2,955,073	3,044,820	3%	3,533,994	3,403,353	-4%	1,825,923	1,697,731	-7%	460,606	217,404	-53%			8,363,308	
Debt Service Expenses and Revenue																
Debt Service Charge Revenue	618,476	607,042		326,188	327,864										934,906	
Debt Service Payments	(687,634)	(688,774)		(323,910)	(297,665)										(986,439)	
NET DEBT SERVICE	(69,158)	(81,732)		2,278	30,199										(51,533)	
GRAND TOTAL EXPENSES NET REVENUE	\$ (435,420)	\$ (449,148)		\$ (695,050)	\$ (999,646)		\$ (526,355)	\$ (386,728)		\$ (122,206)	\$ (72,014)				\$ (1,907,536)	
ENDING FUND BALANCE	\$ 1,315,344	\$ 866,196		\$ (265,085)	\$ (1,264,731)		\$ 56,524	\$ (330,204)		\$ 11,889	\$ (60,125)					

Groveland Community Services District
Proposed Draft FY20/21 Annual Budget
ADMIN-REVENUE

BUDGET ITEM	BUDGET		CHANGE		ALLOCATION OF DISCRETIONARY REVENUE
	19/20 Adopted	20/21 Proposed	\$	%	
Other Revenue					
Property Taxes	\$ 1,181,268	\$ 1,204,893	\$ 23,625	2%	Allocated to Fire and Park at 92%/8%
TOTAL OTHER REVENUE	\$ 1,181,268	\$ 1,204,893	\$ 23,625	2%	

**Groveland Community Services District
Proposed Draft FY 2020/21 Annual Budget
ADMIN-EXPENSES**

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	19/20 Adopted	20/21 Proposed	\$	%	
Admin/Board Salaries					
Regular Time	414,980	425,744	10,764	3%	
Board Wages	12,000	12,000	-	0%	
Leave	7,528	7,649	121	2%	
On Call	2,880	-	(2,880)	-100%	
Overtime	3,062	3,323	261	9%	
Vacation Leave	19,803	20,945	1,142	6%	
Sick Leave	20,276	21,369	1,093	5%	
Holiday Pay	18,598	23,164	4,566	25%	
TOTAL ADMIN/BOARD SALARIES	499,127	514,194	15,067		
Admin/Board Benefits					
CalPERS Retirement	35,816	41,755	5,939	17%	
FICA	27,061	28,351	1,290	5%	
Board FICA	744	744	0	0%	
Medicare	6,328	6,631	303	5%	
Board Medicare	174	174	-	0%	
SUI	2,407	2,408	1	0%	
Workers Comp	1,408	2,062	654	46%	Higher MOD Rate
Board Workers Comp	47	62	15	32%	
Health/Vision/Dental Insurance	133,161	82,391	(50,770)	-38%	Higher Premiums
TOTAL ADMIN/BOARD BENEFITS	207,146	164,578	(42,568)		
OPEB/Pension Unfunded Liability					
Transfer to OPEB Trust	161,000	-	(161,000)		Fully Funded- No Budget
Pension Unfunded Liability	165,500	248,160	82,660	50%	Calpers Determines Unfunded
TOTAL OPEB/PENSION UNFUNDED LIABILITY	326,500	248,160	(78,340)		
Admin Operating Expense					
Bank Fees	5,300	5,762	462	9%	
Credit Card Merchant Fees	36,500	41,357	4,857	13%	More Customers using C/C
Office Supplies	7,800	7,800	-	0%	
Membership/Subscriptions (IRWMP/CSDA)	18,000	18,000	-	0%	CalCad, Cartegraph
LAFCO Fees	4,400	4,500	100	2%	
Computers/ Maint/Prog/IT Serv.	75,000	80,000	5,000	7%	
Office Expense	65,000	50,000	(15,000)	-23%	Closer to actuals
Training, Conferences, Travel	12,000	12,000	-	0%	
District Telephone Services (48,22,30)	20,200	20,727	527	3%	
Bad Debt	3,000	2,000	(1,000)	-33%	
Employee Medical Testing	300	300	-	0%	
Cost of Bond Issuance (actuals)	6,250	4,750	(1,500)	-24%	Sewer Bond replaced
District General Liability Insurance	108,200	145,000	36,800	34%	39% Increase in premiums
Misc. Expense	400	400	-	0%	
TOTAL ADMIN OPERATING EXPENSE	362,350	392,596	30,246		
Outside Services					
Janitorial Service/Supplies	4,500	4,500	-	0%	
Consultant Fees	1,000	1,000	-	0%	
CPA Services/Annual Audit	51,200	52,500	1,300	3%	
Legal Counsel Services	31,000	31,000	-	0%	
Actuarial Review (GASB-OPEB)	3,000	2,000	(1,000)	-33%	Forward Report is less
Classification & Comp Study	3,000	-	(3,000)	-100%	Complete
Public Relations/Communications	30,000	31,400	1,400	5%	

Groveland Community Services District
Proposed Draft FY 2020/21 Annual Budget
ADMIN-EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	19/20 Adopted	20/21 Proposed	\$	%	
HR Consulting (Employee Advancement)	-	20,000	20,000		
Impact Mitigation Fee Study	-	49,000	49,000		
TOTAL OUTSIDE SERVICES	123,700	191,400	67,700		
Leases					
Copystar 5550 GE Capital	5,700	5,700	-	0%	
FP Mail Machine	1,351	1,351	-	0%	
Avaya Phone System	2,251	2,251	-	0%	
TOTAL LEASES	9,302	9,302	-		
TOTAL ADMIN EXPENSE	1,528,125	1,520,229	(7,896)	-1%	Overall % Change

**Groveland Community Services District
Proposed Draft FY 2020/21 Annual Budget
Capital Outlay**

ADMIN CAPITAL OUTLAY		
CIP Project	2020/21 Proposed	COMMENTS
Admin Parking Lot Upgrade (5 Yr Plan)	100,000	
Mechanic Tools	10,000	
Fuel Tank Painting/Electronic Logging	75,000	
District Camera System	26,500	
Server OS Upgrade	31,000	
TOTAL CAPITAL OUTLAY	242,500	

**Groveland Community Services District
Proposed Draft FY 2020/21 Annual Budget
Capital Outlay**

WATER CAPITAL OUTLAY		
CIP Project	2020/21 Proposed	COMMENTS
General Water Distribution Improv.	30,000	Ongoing
Water Pump Replacements	13,293	No water pump failures
Building Upgrades/Repairs	20,360	Admin, Maint, Ops, and Treatment building repairs. See Budget
Admin Parking Lot Upgrade (5 Yr Plan)	56,000	Start of 5 year lot repair
Mechanic Tools	5,600	New tool purchase
Fuel Tank Painting/Electronic Logging	42,000	General Maintenance and improved use accountability
GPS Field Verification for Map Updates	10,200	For digitized mapping implementation
Crane Body Truck	98,600	New crane body mechanics truck/safety
Treatment Plant Pipe Painting/Rehab	20,000	General Maintenance
Electrical Arch Flash Study, Maint/Inspection	85,680	
Water Treatment Plant AC upgrades	11,000	
Tank #2 Generator/Asphalt Improvement	88,000	Requires additional programming
Truck #6 Replacement	23,800	
Truck # 9 Replacement	23,800	
District Camera System	14,840	Fund Share
Server OS Upgrade	17,360	Fund Share
TOTAL CAPITAL OUTLAY	560,533	

**Groveland Community Services District
Proposed Draft FY 2020/21 Annual Budget
Capital Outlay**

SEWER CAPITAL OUTLAY		
CIP Project	2020/21 Proposed	COMMENTS
LS#16 Sewer Line Improvement	44,350	
Wastewater Pump Replacements	24,000	Ongoing
Sewer Improvement-Headworks, LS2, Irrigation	530,000	Sewer Improvement Project
Admin Parking Lot Upgrade (5 Yr Plan)	38,000	Start of 5 year lot repair
Mechanic Tools	3,800	New tool purchase
Fuel Tank Painting/Electronic Logging	28,500	General Maintenance and improved use accountability
GPS Field Cerification for Map Updates	4,800	For digitized mapping implementation
Crane Body Truck	46,400	New crane body mechanics truck/safety
Concrete/Grading by Screw Press	120,000	Sludge handling
Sludge Pump Enclosure	201,500	For screw press sludge handling efficiency
Road Maintenance	100,000	Dam and portions of District roads
New Bobcat	45,000	
Influent Pump Station Upgrade	150,000	
Electrical Arch Flash Study, Maint/Inspection	40,320	
Truck #6 Replacement	11,200	
Truck # 9 Replacement	11,200	
District Camera System	10,070	Fund Share
Server OS Upgrade	11,780	Fund Share
TOTAL CAPITAL OUTLAY	1,420,920	

**Groveland Community Services District
Proposed Draft FY 2020/21 Annual Budget
Capital Outlay**

FIRE CAPITAL OUTLAY		
CIP Project	2020/21 Proposed	COMMENTS
Admin Parking Lot Upgrade (5 Yr Plan)	1,000	Start of 5 year lot repair; Fund share
Mechanic Tools	100	New tool purchase; Fund share
Fuel Tank Painting/Electronic Logging	750	General Maintenance and improved use accountability; Fund
Fire Building Gutter/Paint/Siding Repair	60,000	
District Camera System	265	Fund Share
Server OS Upgrade	310	Fund Share
TOTAL CAPITAL OUTLAY	62,425	

**Groveland Community Services District
Proposed Draft FY 2020/21 Annual Budget
Capital Outlay**

PARK CAPITAL OUTLAY		
Projects	2020/21 Proposed	COMMENTS
Admin Parking Lot Upgrade (5 Yr Plan)	5,000	Start of 5 year lot repair; Fund share
Mechanic Tools	500	Fund share
Fuel Tank Painting/Electronic Logging	3,750	Fund share
Park Door Upgrade	10,670	
District Camera System	1,325	Fund share
Server OS Upgrade	1,550	Fund share
TOTAL CAPITAL OUTLAY	22,795	

**Groveland Community Services District
Proposed Draft FY 2020/21 Annual Budget
WATER-REVENUE**

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	19/20 Adopted	20/21 Proposed	\$	%	
Fixed Charges	1,540,588	1,642,114	101,526	7%	Approved 3% Rate Increase
Variable Charges	913,404	898,880	(14,524)	-2%	Approved 3% Rate Increase
TOTAL SERVICE CHARGES	2,453,992	2,540,994	87,002		
Fees					
Participation Fees	25,000	30,000	5,000	20%	
Disconnection Fees	8,000	6,600	(1,400)	-18%	
Unlock Meter Fee	309	1,000	691	224%	
Backflow Testing	5,232	5,120	(112)	-2%	
Account Transfer Fee	9,322	8,400	(922)	-10%	
Returned Check Fee	618	975	357	58%	
Misc. Admin Fees	2,000	8,750	6,750	338%	
Late Pay Penalty	36,050	25,000	(11,050)	-31%	
Interest Earned	2,060	2,065	5	0%	
TOTAL FEES	88,591	87,910	(681)		
Other Non-Operating Revenue					
SWRCB Planning Grant	32,228		(32,228)	-100%	
CDAA Grant (75%)			-		
Non operating Income	-		-		
Capital Allocation For Master Plan			-		
Expense Refunds	-		-		
Interest Earned-LAIF	10,000	40,000	30,000	300%	Much higher interest rate
Interest Earned-Rabobank	2,000	2,000	-	0%	
Interest Earned BNY Mellon	2,000	6,500	4,500	225%	Based on actuals
TOTAL NON-OPERATING REVENUE	46,228	48,500	2,272		
TOTAL WATER REVENUE	2,588,811	2,677,404	88,593	3%	

Groveland Community Services District
Proposed Draft FY 2020/21 Annual Budget
WATER-EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	19/20 Approved	2020/21 Proposed	\$	%	
Salaries					
Regular Time	356,808	360,028	3,220	1%	
Overtime	19,423	20,245	822	4%	
On Call	21,900	21,900	-	0%	
Admin Leave	909	981	72	8%	
Vacation Leave	19,061	18,890	(171)	-1%	
Sick Leave	17,111	17,916	805	5%	
Holiday Pay	15,695	19,421	3,726	24%	
TOTAL SALARIES	450,907	459,382	8,475		
Benefits					
CalPERS Retirement	31,114	36,331	5,217	17%	Higher rate
FICA	24,453	25,587	1,134	5%	"
Medicare	5,719	5,984	265	5%	"
SUI	2,503	2,503	(1)	0%	
Workers Comp	11,722	17,713	5,991	51%	Higher MOD Rate
Health/Vision/Dental Insurance	101,807	94,215	(7,592)	-7%	
TOTAL BENEFITS	177,318	182,332	5,014		
Retiree Medical					
Retiree Medical	50,000	52,000	2,000	4%	
TOTAL RETIREE MEDICAL	50,000	52,000	2,000		
Equipment, Automotive, Maintenance & Repairs					
Fuel	42,905	49,340	6,435	15%	Fuel price increase (PSPS)
Water Meters	15,000	15,000	-		
Uniform/Clothing	12,500	14,000	1,500	12%	
Tools/Equipment	7,000	8,000	1,000	14%	
Repair & Maintenance-General	40,000	40,000	-	0%	
Repair & Maintenance-Vehicles	25,000	25,000	-		
Repair & Maint. -Trans/Distribution	46,000	50,000	4,000	9%	
Repair & Maintenance- Treatment	66,286	50,000	(16,286)	-25%	Reallocated funds from another line item
Repair & Maintenance- Equipment	7,000	23,000	16,000	229%	Reallocated funds from another line item
Water Tank Cleaning	8,000	8,000	-	0%	
Safety Supplies	11,000	11,000	-	0%	
TOTAL EQUIP, AUTO, MAINT & REPAIRS	280,691	293,340	12,649		
Outside Services					
Janitorial Services & Supplies	8,000	10,000	2,000	25%	Increase in Supplies
Engineering	20,000	25,000	5,000	25%	
Aqua Labs-Lab Tests	44,000	44,000	-	0%	
Conservation Crew	2,000	5,000	3,000	150%	Fire Safety/Set Schedule
Computers/ Maint/Prog/IT Serv.	70,000	70,000	-	0%	
Master Plan Development	100,000	50,000	(50,000)	-50%	
System Map Update/Digitize	20,000	10,000	(10,000)	-50%	
TOTAL OUTSIDE SERVICES	264,000	214,000	(50,000)		
Cost of Water					
SFPUC	190,000	170,000	(20,000)	-11%	
Tunnel Shutdown Related Costs	25,000	25,000	-	0%	
TOTAL COST OF WATER	215,000	195,000	(20,000)		
Other					
Utilities	115,000	100,000	(15,000)	-13%	Closer to actuals
Membership & Subscriptions	80	15,000	14,920	18650%	CalCAD/GIS Hosting/SEMS, what line item to code
Training, Conferences & Travel	9,200	9,200	-	0%	
Employee Certification	4,000	4,000	-	0%	
Employee Medical Testing	4,850	4,850	-	0%	
Chemicals	45,000	35,000	(10,000)	-22%	Less chemicals required
Permits & Licenses	10,000	10,000	-	0%	
TOTAL OTHER	188,130	178,050	(10,080)		
Lease Expense					
Alternative Water Supply (AWS)	5,000	5,000	-	0%	
TOTAL LEASE EXPENSE	5,000	5,000	-	0%	
TOTAL WATER EXPENSES	1,631,046	1,579,104	(51,942)		
Admin Allocation Transfer Out	867,948	857,412	(10,536)	-1%	
TOTAL WATER WITH ADMIN	2,498,994	2,436,516	(62,478)		
Capital Outlay					
See Capital Outlay Sheet	408,308	560,533	152,225		

Groveland Community Services District
Proposed Draft FY 2020/21 Annual Budget
WATER-EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	19/20 Approved	2020/21 Proposed	\$	%	
TOTAL CAPITAL OUTLAY	408,308	560,533	152,225		
Reserve Set-Aside					
Annual Reserve Set-Aside	47,771	47,771	-		
TOTAL RESERVE SET-ASIDE	47,771	47,771	-		
GRAND TOTAL WITH CAPITAL	2,955,073	3,044,820	89,747	3%	

**Groveland Community Services District
Proposed Draft FY 2020/21 Annual Budget
SEWER-REVENUE**

BUDGET ITEM	19/20 Adopted	20/21 Proposed	CHANGE		REASON FOR CHANGE
			\$	%	
Service Charges					
Fixed Charges	1,424,862	1,673,902	249,040	17%	
Variable Charges	455,745	519,290	63,545	14%	
TOTAL SERVICE CHARGES	1,880,607	2,193,192	312,585		
Fees					
Sewer Connections	30,000	20,000	(10,000)		
Reclaimed Water Sales	-	-	-		
Late Pay Penalty	12,000	12,000	-	0%	
Cell Tower Rental	-	-	-		
TOTAL FEES	42,000	32,000	(10,000)		
Other Non-Operating Revenue					
Expense Refunds	-	-	-		
Capital Allocation For Master Plan		-	-		
Septage	-	-	-		
Interest Earned (S/C UB)	800	1,000	200	25%	
Interest Earned LAIF	2,000	19,316	17,316		
Interest Earned Rabobank/BNY	4,500	-	(4,500)	-100%	
SWRCB Planning Grant	128,000	128,000	-	0%	
IRWMP LS#16 Grant	298,000		(298,000)		
CDAAGrant (Mar 22 Flood) 25%	106,500		(106,500)	-100%	
FEMA 2017 Flood Grant	374,259		(374,259)	-100%	
TOTAL NON-OPERATING REVENUE	914,059	148,316	(765,743)		
TOTAL SEWER REVENUE	2,836,666	2,373,508	(463,158)	-16%	

Groveland Community Services District
Proposed Draft FY 2020/21 Annual Budget
SEWER EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	19/20 Adopted	2020/21 Proposed	\$	%	
Salaries					
Regular Time	306,855	309,624	2,769	1%	
Overtime	16,704	17,411	707	4%	
On Call	21,900	21,900	-	0%	
Leave	782	844	62		
Vacation Leave	16,393	16,245	(148)	-1%	
Sick Leave	14,716	15,408	692	5%	
Holiday Pay	13,498	16,702	3,204	24%	
TOTAL SALARIES	390,848	398,134	7,286		
Benefits					
CalPERS Retirement	26,758	31,245	4,487	17%	Higher rate
FICA	21,030	22,005	975	5%	"
Medicare	4,918	5,146	228	5%	"
SUI	2,152	2,152	0	0%	
Workers Comp	10,080	15,233	5,153	51%	Higher MOD rate
Health/Vision/Dental Insurance	87,554	81,025	(6,529)	-7%	
TOTAL BENEFITS	152,492	156,806	4,314		
Retiree Medical					
Retiree Medical	25,000	26,000	1,000	4%	
TOTAL RETIREE MEDICAL	25,000	26,000	1,000		
Equipment, Automotive, Maintenance & Repairs					
Fuel	21,075	24,240	3,165	15%	Fuel Price Increase (PSPS)
Uniform/Clothing	6,000	6,720	720	12%	
Tools/Equipment	6,000	7,000	1,000	17%	
Repair & Maintenance-General	40,000	40,000	-	0%	
Repair & Maintenance-Vehicles	12,000	14,000	2,000		
Repair & Maint. -Trans/Collections	20,000	20,000	-	0%	
Repair & Maintenance- Treatment	30,000	30,000	-	0%	
Repair & Maintenance- Equipment	11,628	20,000	8,372	72%	Expected Generator Maint cost increase (PSPS)
Safety Supplies	5,000	6,000	1,000	20%	
TOTAL EQUIP, AUTO, MAINT & REPAIRS	151,703	167,960	16,257		
Outside Services					
Janitorial Service & Supplies	4,000	6,000	2,000	50%	Increase in Supplies
Engineering	20,000	20,000	-	0%	
Aqua Labs-Lab Tests	22,000	22,000	-	0%	
Computers/ Maint/Prog/IT Serv.	30,000	30,000	-	0%	
Annual Collections System Camera Insp.	60,000	60,000	-	0%	
Biosolids Disposal	8,000	8,000	-	0%	
Groundwater Monitoring	5,000	5,000	-	0%	
Conservation Crew	2,000	5,000	3,000	150%	Fire Safety/Set Schedule
Master Plan Development	100,000	50,000	(50,000)	-50%	Funded by Capital Allocation
System Map Update/Digitize	10,000	10,000	-	0%	Less expense expected
TOTAL OUTSIDE SERVICES	261,000	216,000	(45,000)		
Other					
Utilities	126,000	126,000	-	0%	
Memberships & Subscriptions	1,920	9,184	7,264		CalCAD/GIS Hosting/SEMS, what line item to code
Training, Conferences & Travel	7,000	7,000	-	0%	
Employee Certification	5,000	5,000	-	0%	
Employee Medical Testing	2,500	2,500	-	0%	
Chemicals/Odor Control	35,000	40,000	5,000	14%	Odor-grease Control new product increase
Dam Monitoring Survey	2,000	2,000	-	0%	
Permits & Licenses	40,000	40,000	-	0%	
I & I Study		10,000			
TOTAL OTHER	219,420	241,684	12,264		
Loan Expense					
Capital 1 Sewer Improvement Loan- P & I		105,838			
TOTAL LEASE EXPENSE	-	105,838			
TOTAL SEWER EXPENSES	1,200,463	1,312,422	(3,879)		
Admin Allocation Transfer Out	570,740	570,011	(729)	0%	
TOTAL SEWER WITH ADMIN	1,771,203	1,882,433	(4,608)		
Capital Outlay					
See Capital Outlay Sheet	1,662,791	1,420,920	(241,871)		

Groveland Community Services District
Proposed Draft FY 2020/21 Annual Budget
SEWER EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	19/20 Adopted	2020/21 Proposed	\$	%	
TOTAL CAPITAL OUTLAY	1,662,791	1,420,920	(241,871)		
Reserve Set-Aside					
Annual Reserve Set-Aside	100,000	100,000	-		
TOTAL RESERVE SET-ASIDE	100,000	100,000	-		
GRAND TOTAL WITH CAPITAL	3,533,994	3,509,191	(246,479)	-1%	

Groveland Community Services District
Proposed Draft FY 2020/21 Annual Budget
FIRE-REVENUE

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	19/20 Adopted	20/21 Proposed	\$	%	
Taxes					
General Property Tax	1,086,768	1,108,503	21,735	2%	
TOTAL TAXES	1,086,768	1,108,503	21,735		
Variable Revenue					
Strike Team-Equipment Use	20,500	20,500	-	0%	
TOTAL FEES	20,500	20,500	-		
Other Non-Operating Revenue					
Sonora Area Grant Foundation	20,000		(20,000)		
Jones Hill Fire Break Grant	166,300	166,300	-		
Interest earned-Mechanics Bank	1,000		(1,000)		
interest Earned -LAIF	5,000	15,700	10,700		
TOTAL NON-OPERATING REVENUE	192,300	182,000	(10,300)		
TOTAL FIRE REVENUE	1,299,568	1,311,003	11,435	1%	

Groveland Community Services District
2020/21 Proposed
FIRE-EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	19/20 Adopted	2020/21 Proposed	\$	%	
CAL FIRE Contract					
Schedule "A" Plan	1,077,718	1,056,071	(21,647)	-2%	Estimate provided by CAL FIRE
Amador Plan	272,512	263,466	(9,046)	-3%	Estimate provided by CAL FIRE
TOTAL CAL FIRE CONTRACTS	1,350,230	1,319,537	(30,693)		
Salaries					
Regular Time	14,272	14,401	129	1%	
Overtime	777	810	33	4%	
Vacation Leave	762	756	(6)	-1%	
Admin Leave	36	39	3		
Sick Leave	684	717	33	5%	
Holiday Pay	628	777	149	24%	
TOTAL SALARIES	17,159	17,499	340		
Benefits					
CalPERS Retirement	1,245	1,453	208	17%	
FICA	978	1,023	45	5%	
Medicare	229	239	10	5%	
SUI	100	100	0	0%	
Workers Comp	469	709	240	51%	Higher MOD rate
Health/Vision/Dental Insurance	4,072	3,769	(303)	-7%	
TOTAL BENEFITS	7,093	7,293	200		
Retiree Medical					
Retiree Medical	14,000	14,350	350	3%	
TOTAL RETIREE MEDICAL	14,000	14,350	350		
Equipment, Automotive, Maintenance & Repairs					
Radio Communications	1,000	5,000	4,000	400%	
Fuel	14,820	14,820	-	0%	
Protective Clothing/Wildland	8,000	8,000	-	0%	
Medical Supplies/EMS Equip.	1,500	1,500	-	0%	
Small Tools & Safety Equipment	1,500	1,500	-	0%	
Repair & Maint.-Station General	7,000	7,000	-	0%	
Repair & Maint.-Apparatus	16,500	16,500	-	0%	
Repair & Maint.- Equipment	2,000	2,000	-	0%	
SCBA Equipment	7,500	7,500	-	0%	
TOTAL EQUIP, AUTO, MAINT & REPAIRS	59,820	63,820	4,000		
Other					
Utilities	18,628	18,628	-	0%	
Office & Cleaning Supplies	5,900	4,900	(1,000)	-17%	
Training	1,000	2,000	1,000		
Fire Prevention Supplies/Events	500	500	-		
Master Plan & Development Impact Study	45,000		(45,000)		
Jones Hill Fire Break (Grant)	166,300	166,300	-		
TOTAL OTHER	237,328	192,328	(45,000)		
TOTAL FIRE EXPENSES	1,685,630	1,614,828	(70,802)		
Admin Allocation Transfer Out	19,906	20,479	573	3%	
TOTAL FIRE WITH ADMIN	1,705,536	1,635,306	(70,230)		
Capital Outlay					
See Capital Outlay Sheet	78,037	62,425	(15,612)		
TOTAL CAPITAL OUTLAY	78,037	62,425	(15,612)		
Reserve Set-Aside					
Annual Reserve Set-Aside	-	-	-		
TOTAL RESERVE SET-ASIDE	-	-	-		
GRAND TOTAL WITH CAPITAL	1,783,573	1,697,731	(85,842)	-5%	

**Groveland Community Services District
Proposed Draft FY 20/21 Annual Budget
PARKS-REVENUE**

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	19/20 Adopted	20/21 Proposed	\$	%	
Taxes					
General Property Tax	94,500	96,390	1,890	2%	Increase projection provided by County
TOTAL TAXES	94,500	96,390	1,890		
Variable Revenue					
Use Fees	500	500	-	0%	
Dog Park Permit Fees	1,000	1,500	500	50%	
TOTAL VARIABLE REVENUE	1,500	2,000	500		
Other Revenue					
Cell Tower Leases	40,800	42,000	1,200	3%	Verizon & AT&T
CDAAGrant (Mar 22 Flood)			-		
Park Infrastructure Upgrade Grant	200,000		(200,000)		
Interest Earned-LAIF	1500	5,000	3,500		
Interest Earned-Rabobank	100	-	(100)		
TOTAL OTHER REVENUE	242,400	47,000	(195,400)		
TOTAL PARKS REVENUE	338,400	145,390	(193,010)	-57%	

Groveland Community Services District
Proposed Draft FY 2020/21 Annual Budget
PARKS-EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	19/20 Adopted	20/21 Proposed	\$	%	
Salaries					
Regular Time	35,681	36,003	322	1%	Salary increases
Overtime	1,942	2,025	83	4%	
Vacation Leave	1,906	1,889	(17)	-1%	Salary increases
Admin Leave	91	98	7		
Sick Leave	1,711	1,792	81	5%	Salary increases
Holiday Pay	1,570	1,942	372	24%	Salary increases
TOTAL SALARIES	42,901	43,748	847		
Benefits					
CalPERS Retirement	3,111	3,633	522	17%	
FICA	2,445	2,559	114	5%	
Medicare	572	598	26	5%	
SUI	250	250	0	0%	
Workers Comp	1,172	1,771	599	51%	Higher MOD rate
Health/Vision/Dental Insurance	10,181	9,421	(760)	-7%	
TOTAL BENEFITS	17,731	18,233	502		
Operating Expense					
Dog Park	400	500	100	25%	
Repair & Maintenance	7,300	7,300	-	0%	
TOTAL OPERATING EXPENSE	7,700	7,800	100		
Other					
Utilities	42,000	35,000	(7,000)	-17%	Closer to actuals
Janitorial Services	12,500	12,500	-	0%	
Safety Equipment	1,000	1,000	-	0%	
Toilet Rebates	4,000	4,000	-	0%	
TOTAL OTHER	59,500	52,500	(7,000)		
TOTAL PARK EXPENSES	127,832	122,281	(5,551)		
Admin Allocation Transfer Out	69,529	72,328	2,799	4%	
TOTAL PARKS WITH ADMIN	197,361	194,609	(2,752)		
Capital Outlay					
See Capital Outlay Sheet	263,245	22,795	(240,450)		
TOTAL CAPITAL OUTLAY	263,245	22,795	(240,450)		
Reserve Set-Aside					
Annual Reserve Set-Aside	-	-	-		
TOTAL RESERVE SET-ASIDE	-	-	-		
TOTAL WITH CAPITAL	460,606	217,404	(243,202)	-53%	

Groveland Community Services District
Proposed Draft FY 2020/2021 Annual Budget
District Debt Service

WATER					
		2013 DEBT SERVICE Paid off in 2027		2014 DEBT SERVICE Paid off in 2027	
		19/20		20/21	
Debt Service Revenue	050-000-42-022-00	\$	264,338	050-000-42-022-01	\$ 342,704
Debt Service Expense	050-700-70-043-02	\$	(310,376)	050-700-70-044-02	\$ (378,398)
Revenue Over (Under) Expense		\$	(46,038)		\$ (35,694)

SEWER (PML ONLY)				
		2014 DEBT SERVICE, Paid off in 2027		
				20/21
Debt Service Revenue			060-000-42-020-01	\$ 327,864
Debt Service Expense			060-700-70-045-03	\$ (297,665)
Revenue Over (Under) Expense				\$ 30,199

TO: GCS D Board of Directors

FROM: Peter Kampa, General Manager

DATE: May 12, 2020

SUBJECT: Agenda Item 6H: Consideration of Approval of Application to International Mountain Bicycling Association (IMBA) for Funding for Planning Activities Related to the GCS D Hetch Hetchy Railroad Grade Trail Project

RECOMMENDED ACTION:

Staff recommends the following action:

I Move to Approve of Application to International Mountain Bicycling Association (IMBA) for Funding for Planning Activities Related to the GCS D Hetch Hetchy Railroad Grade Trail Project.

BACKGROUND:

The District is actively working with the Tuolumne County Transportation Commission and others to find funding for the GCS D Hetch Hetchy Railroad Trail, extending from the PML entrance to the far end of Big Oak Flat. The first phase of this exciting project extends from the PML entrance, past the planned Resilience Center and GCS D office, to the far end of Mary Laveroni Park, or to Deer Flat Road if initial easements or permits can be acquired from SFPUC.

In order to better publicly present the project and seek funding/prepare grant applications, a preliminary project plan needs to be developed which includes some surveying of the route, engineering evaluation and design to a point where a construction cost estimate can be prepared, and some graphic design or visual depiction of the trail and its features.

The International Mountain Biking Association (IMBA) provides grant funding to grow the quantity and quality of mountain bike trail communities, by helping to accelerate the pace of trail building. Trail Accelerator grants provide a jump-start to communities that have the interest and political support to develop trail systems, but need assistance to get projects up and running. A Trail Accelerator grant offers awardees professional trail planning and consultation services to launch their trail development efforts, which can often leverage additional investment from local, regional, and national partners. More

information can be found at the Trail Accelerator website : <https://www.imba.com/trails-for-all/trail-accelerator-grants>. Grants typically range from \$5,000-\$30,000 and they require a one-to-one match. The types of projects supported are:

- Projects that serve mountain bikers as the primary users, though multi-purpose human-powered trail uses are viable as well.
- Projects that will result in a visible and substantial increase in access, improved mountain bike experiences, and greater community benefit.
- Projects where the Trail Accelerator grant stands to leverage additional resources to ensure the success of the project.
- Projects that promote community development, volunteer recruitment, new rider development, youth riding, and engaging marginalized community members. Higher preference will be given to projects that demonstrate a focus on diversity, equity, and inclusion.

ATTACHMENTS:

Funding website: <https://www.imba.com/trails-for-all/trail-accelerator-grants>

FINANCIAL IMPACT:

The estimated cost of the work necessary to prepare the District for fundraising and preparation of future grant funding applications for construction is \$20,000. The District's share of the planning cost would be a maximum 2020/21 budget commitment of \$10,000.